

## RMS

# Solledger Version 5 for Windows Enquiry & Time Recording manual.

### General.

The accounts and time recording programme will be set up on your computer as a Globe icon. Double click it to start the programme. The initial screen will appear quite quickly but it may be some 10's of seconds while it works out where the data is.

Solledger Login

File

Please enter your username and password:

Login

solledger\_demo

Username:

Password:

Sys. date:

v1.6.10

Login

You log in with your initials and with a password. The initials are not case sensitive. At the start, every password (which is case sensitive) is 'qwerty' in lower case. Once you get to the enquiries and time recording screen you can change your password by clicking File in top left corner and Settings. You can also change the date if it is not showing the current date.

Solledger Time Recording - solledger\_newdemo

File Data

Open:

This Session

Fee Earning:  Date:

Matter	Client	Act.	Time	Costs
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Total:

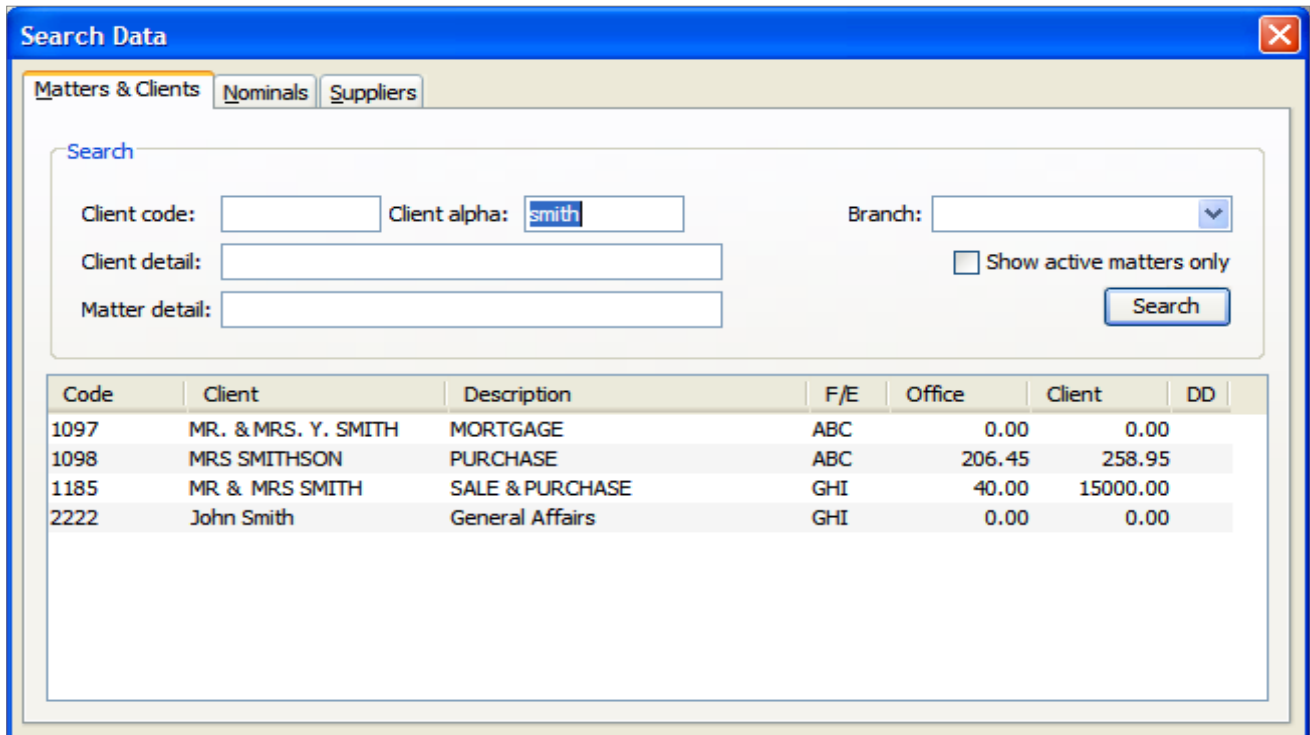
Current Tasks

Matter	Client	Act.	Time
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## Accounts Enquiries

To view a matter enter the matter no. to display into the box marked 'Open' near top left of screen and press <Enter>

To search for a matter click on the icon to the immediate left of the Open box.



The screenshot shows a 'Search Data' window with three tabs: 'Matters & Clients', 'Nominals', and 'Suppliers'. The 'Matters & Clients' tab is active. The search area contains the following fields and controls:

- Client code: [ ]
- Client alpha: [smith]
- Branch: [ ]
- Client detail: [ ]
- Matter detail: [ ]
- Show active matters only
- [Search] button

Below the search area is a table with the following data:

Code	Client	Description	F/E	Office	Client	DD
1097	MR. & MRS. Y. SMITH	MORTGAGE	ABC	0.00	0.00	
1098	MRS SMITHSON	PURCHASE	ABC	206.45	258.95	
1185	MR & MRS SMITH	SALE & PURCHASE	GHI	40.00	15000.00	
2222	John Smith	General Affairs	GHI	0.00	0.00	

The system allows two types of client and matter numbering. Traditionally we have used the same number for both client and matter but this new program also allows a single client record with multiple matters.

The search screen allows four types of search. If you know the matter number then you would call it up using the 'Open' box as described above. If you have clients with multiple matters then enter the client code into the client code box and press Enter or click Search. The details of matters for that client can be called up by double clicking. The searching can exclude completed matters (provided they have been marked as complete) by ticking the 'Show active matters only' box. If you know the client name but not the number enter the name into the Client alpha box (don't enter more than 4 or five characters) and press Enter or click Search. A list of clients and matters will be displayed. The client alpha search does not require a full match i.e. Search for 'smith' will find the smiths but search for 'sm' will find the smarts, smedleys, smiths etc. The client detail box will search for a word or words in the client details i.e. name and address. Enter the word(s) searched for and press <Enter> or click 'Search'. The matter detail box will do the same search but looking at the matter data e.g. description and notes (in the conversion process from DOS Solledger, items such as NI no., mobile no. and D.o.B. have finished up in the matter detail rather than against the client).

When you have called up the matter you want you can choose 5 tabs to display. These options can be selected using the mouse or you can use the standard Windows procedure of holding down the 'Alt' key and pressing the underlined letter on the tab. Thus 'Alt' & C switches to the client page and 'Alt' & T or F or I selects the Transaction or Fees ledger or Time transactions pages.

## Matter details

**Matter Details - GR2997 - P/O LOWER BENTS LANE - LYME DEVELOPMENTS LIMITED**

Matter Details | Client Details | Transactions | Fees Ledger | Time Records

**Matter Details**

Matter no: GR2997 Status:

Description 1: P/O LOWER BENTS LANE

Description 2: BREDBURY

Matter type: C Fee earner: TJ  Conting. fee?

Work cat: P Court:  Source: GR

Legal aid ref: '48 114450 MOBILE Span code:  Archive ref:

Start date: 02/08/06 Limit. date: / / B.F. date: / /

Other date: / / Last act. date: 08/11/06 WIP limit: 0.00

Branch: 1 - Main branch

Note:

Opening Balances

## Client details

**Matter Details - GR2997 - P/O LOWER BENTS LANE - LYME DEVELOPMENTS LIMITED**

Matter Details | Client Details | Transactions | Fees Ledger | Time Records

**Client Details**

Client no: GR2997 Alpha ref: LYME

Client name: LYME DEVELOPMENTS LIMITED

Address 1: CMA DESIGN & BUILD

Address 2: 156 BUXTON ROAD

Address 3: HIGH LANE, STOCKPORT

Address 4:  Postcode: SK6 8EA

Home tel: 01663 766559 Work tel:

Mobile tel:  Fax: 01663 766659

Email:  N.I. number:

Opening Balances

## Transactions (Accounts)

Matter Details - GR2997 - P/O LOWER BENTS LANE - LYME DEVELOPMENTS LIMITED

Matter Details Client Details Transactions Fees Ledger Time Records

Transactions: All Text filter:   Show full narratives

Date	R		Office Dr	Office Cr	Client Dr	Client Cr
01/09/06	50	Client		11.75	276.75	
07/09/06	50	DD			69000.00	1000.00
18/09/06	507972	LANDMARK INFO	175.08		451.83	
10/10/06		AIB				670725.71
10/10/06	T/T	WAINS			621000.00	50725.71
10/10/06	500477	WAINS			12837.50	37888.21
10/10/06		TT CHARGE	25.00		476.83	
12/10/06	502350	REVENUE/CUSTOMS			27600.00	10288.21
12/10/06	502351	COMPANEIS HOUSE			13.00	10275.21
12/10/06		Bill 16681	4704.38		5181.21	
12/10/06		WAINS				176.25
12/10/06		Costs trf. FN 16681			5181.21	5270.25
12/10/06		Costs trf. FN 16681		5181.21	0.00	
06/11/06	508221	HOBBS	35.82		35.82	
08/11/06	508237	HMLR	8.00		43.82	
08/11/06	508237	HMLR	3.00		46.82	

Print Office Balance: 46.82 Client Balance: 5270.25 DD Amount: 0.00

Opening Balances OK Cancel

Note that you can see more details of only office or client or designated deposit transactions using the transactions box at the top.

## Fees Ledger (Bills and payments of same)

Matter Details - GR2997 - P/O LOWER BENTS LANE - LYME DEVELOPMENTS LIMITED

Matter Details Client Details Transactions Fees Ledger Time Records

Date	Type	Bill No.	Costs	VAT	Disbs	Total		Mtchd?
12/10/06	Bill	16681	4000.00	704.38	476.83	5181.21	5181.21	✓
12/10/06	Cash	16681	5181.21		0.00	5181.21	0.00	✓

Print Fees Ledger Balance: 0.00

Opening Balances OK Cancel

## Time transactions

Date	F/E	Activity	Duration	Rate	Total	Balance
11/09/06	TJ	PERUSAL OF DOCS	0 hr 30 min	200.00	100.00	2382.00
19/09/06	SW	DRAFTING	0 hr 42 min	110.00	77.00	2459.00
21/09/06	SW	DRAFTING	0 hr 12 min	110.00	22.00	2481.00
21/09/06	SW	DRAFTING	0 hr 18 min	110.00	33.00	2514.00
04/10/06	BH	ATTENDANCE GENERAL	1 hr 30 min	110.00	165.00	2679.00
05/10/06	BH	ATTENDANCE GENERAL	0 hr 42 min	110.00	77.00	2756.00
06/10/06	BH	TELEPHONE	0 hr 6 min	110.00	11.00	2767.00
06/10/06	BH	TELEPHONE	0 hr 6 min	110.00	11.00	2778.00
10/10/06	SW	TELEPHONE	0 hr 18 min	110.00	33.00	2811.00
10/10/06	SW	TELEPHONE	0 hr 24 min	110.00	44.00	2855.00
10/10/06	SW	DRAFTING	0 hr 48 min	110.00	88.00	2943.00
10/10/06	IW	PREPARATION	0 hr 30 min	200.00	100.00	3043.00
11/10/06	BH	DRAFTING	0 hr 18 min	110.00	33.00	3076.00
12/10/06	BH	ATTENDANCE GENERAL	0 hr 30 min	110.00	55.00	3131.00
12/10/06	BH	LETTER DICTATION	0 hr 18 min	110.00	33.00	3164.00
12/10/06	TJ	FINAL BILL			4000.00	-836.00
19/10/06	BH	LETTER DICTATION	0 hr 6 min	110.00	11.00	-825.00
20/11/06	NSF	PREPARATION	0 hr 24 min	50.00	20.00	-805.00

To quit the client/matter without saving any changes, click the Cancel box or the cross at the top right corner of the window or press 'Esc' key. Only if you have edit rights will the 'Ok' box be available and, if you have made changes, must be clicked to save the changes. On the transaction displays there is a print button to click for a hard copy. Printing the accounts transactions allows selection of a batch number or date range and the style of the print out.

## Time Recording on Enquiry screen

The time recording section will offer the logged in initials and the date provided that the login is for a fee earner. If an assistant is logging in to enter time on behalf of a fee earner then click the Change button to select the required fee earner and date.

File Data

Open:

Recording Reports

This Session

Fee Earner: JPP Date: 26/10/09 Change

You have other unposted sessions. Click 'Change' to view

Matter	Client	Act.	Time	Costs
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Print End Session Total: 0.00

Current Tasks

Matter	Client	Act.	Time
--------	--------	------	------

New Task

If it is a fee earner logging in then it will default to that fee earner on the current date. If there are previous unposted sessions then the message as shown will be displayed. If the login initials are not a fee earner's then click 'Change' to select the fee earner and the date as shown below. Note that the Recording and Reports options at the top right of the screen will only appear if it is the fee earner him/herself logging in and that the fee earner has time recording reports permission from the administrator. The options are not available if, say, the fee earner's assistant has logged in and used Change to select the fee earner for time recording.

Date	Total
18/03/09	95.25

Unposted sessions are days where the time has been recorded but not posted to the database. These can be highlighted, retrieved, checked and posted or discarded as required. Click 'Ok'

To start time recording click 'New task'

Enter details for this task. Type 'OH' in matter for overhead posting:

Task Details

Matter:

Work cat:  Court:

Narrative:

Activity:

Rate:  Amount:  mins

[Show recent clients](#)

OK Cancel

Enter the matter no. (use the search icon if you don't know the no.) and press 'Tab' key or Click on 'Show recent clients' to display a list of the most recent clients you have recorded time on and select as appropriate.

**Task Details** ✕

Enter details for this task. Type 'OH' in matter for overhead posting:

**Task Details**

Matter:   WIP: **100.00** Limit: **None**

Work cat:  Court:

Narrative:

Activity:

Rate:  Amount:  mins

Recent clients (click to select):

Matter	Client	Description
1234	MR P JONES	DIVORCE
2346	PAUL ASHLEY	LITIGATION
2345	P. ASHLEY	ACCIDENT CLAIM

[Hide recent clients](#)

The matter displays and allows the work category and/or the Court to be changed if necessary. Otherwise press 'Tab' key to get to Narrative. Enter as needed and press 'Tab'. Enter the activity code and press 'Tab'. The rate is displayed (hourly rate for time or unit rate for units) and can be changed if required. Otherwise press 'Tab' to get to the Amount box.

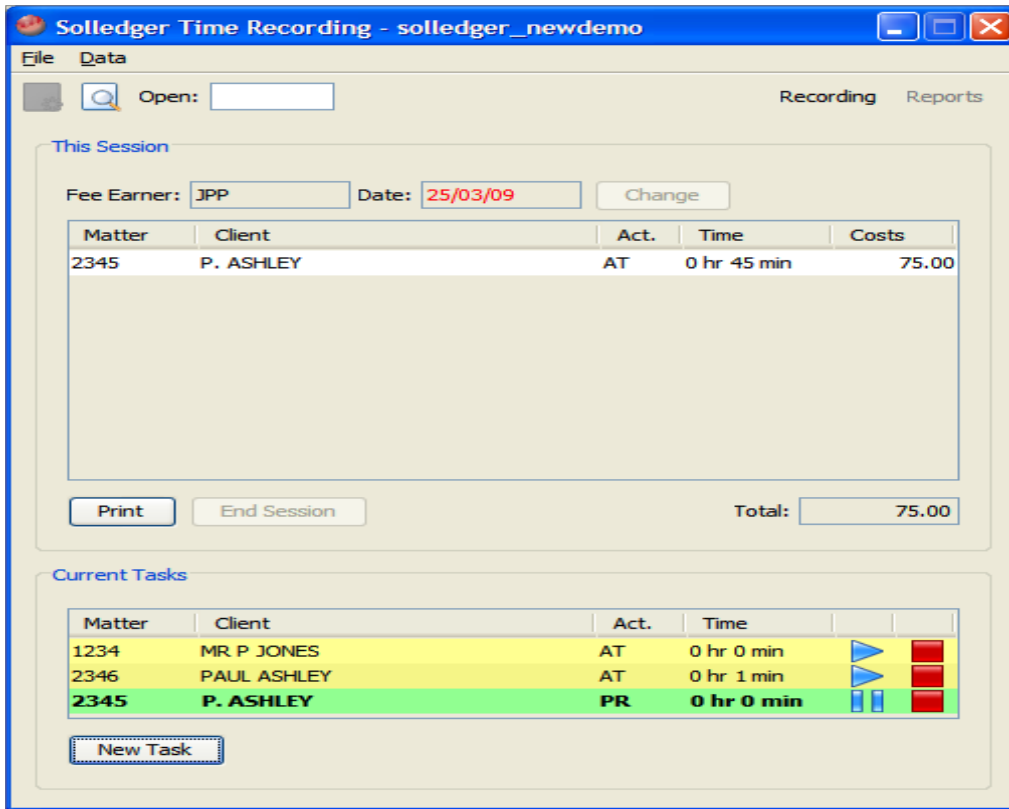
At this point there are two options. If you are posting after the event, perhaps from a written time sheet, you can enter the number of minutes or, in the case of unit activities, the number of units. Click 'Ok' or press 'Enter' and the entry will be stored in the main section. This is the only option for unit activity.

You can use the computer clock to time an activity by entering everything as above except for the amount. The program will show the activity as Running (two blue bars) in the current activities box and will show the elapsed time. You can Suspend the activity by clicking on the Running symbol upon which it will change to a blue arrow. Clicking the blue arrow will resume it. You can start a second (or third or more) activity by clicking 'New Task' again and filling in the details and make an entry in the Current Tasks box. You can switch between the current activities by clicking the blue arrow of the one you want. The other(s) activities will then be paused and their timing suspended. When you finish an activity click on the red square to accept it and store it in the main section. Then click, if necessary to resume the activity you are working on.

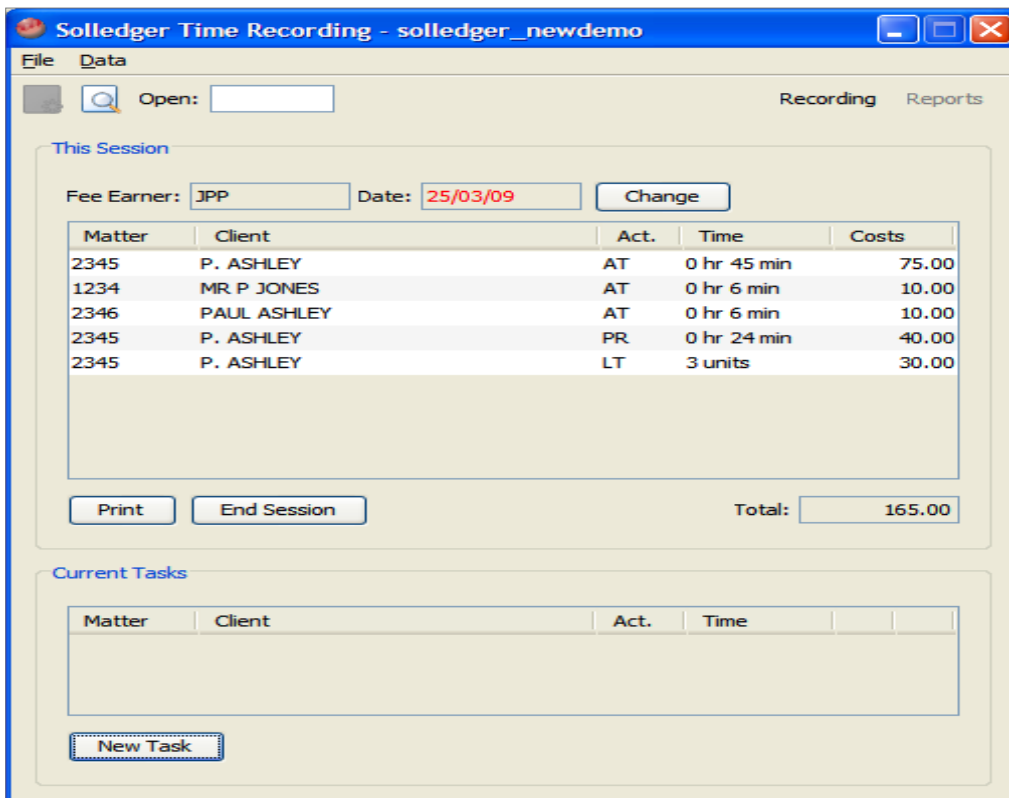
Click 'New Task' for the next entry. You will be offered the same matter number. Just overwrite if a different matter is to be recorded or pick a matter from the recent matters list.

You can go back to amend an entry in the main section by right clicking and selecting Delete or by double clicking it to allow editing.

The following example shows three activities running in the timed mode. As shown, the first two activities are paused and the third activity is running. Clicking on the blue arrow of either of the first two items makes that one the running one and suspends the previously running one.



When the displayed activity is ended click the 'Finish' button and the time will be rounded up to the next 6 minutes. Note that the round up minutes can be set by ourselves in the configuration so those that want a more human looking time sheet can opt for 5 minutes round up.



If you require a paper record of your time sheet before posting then Click the 'Print' button.



If anything happens to your computer or if you click the cross at the top corner, the entries made so far are preserved and will be redisplayed if you log in as the same initials and the same date, then the entries you made will be redisplayed.

If you forget to end session any day you will be reminded of this when you log in and can call up to review the time sheet, amend it if needed, and the post it to the main database as shown below. Note that today's unposted entries appear on this list.

Session Details

Session Details

Fee Earner: JPP

Session Date: 25/03/09

Unposted sessions (click to select):

Date	Total
25/03/09	165.00
18/03/09	95.25

OK Cancel

End Session

Select what to do with this session:

End Session

Post entries in this session

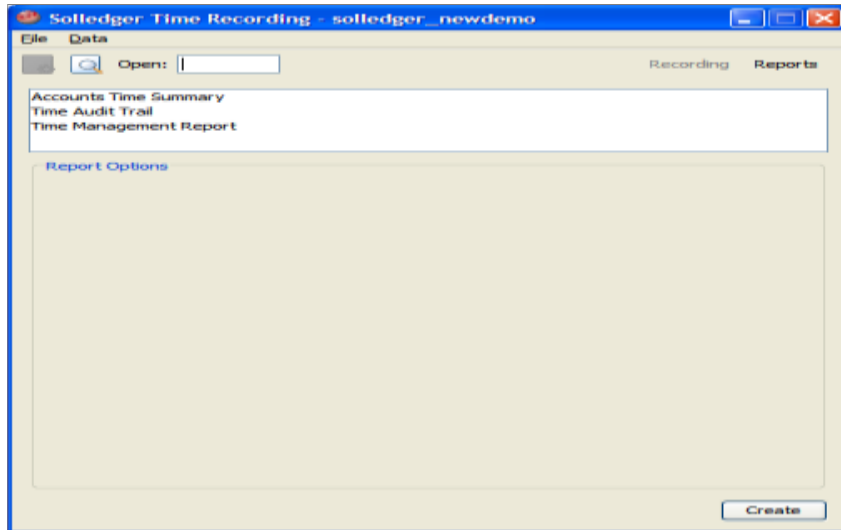
Discard entries in this session

OK Cancel

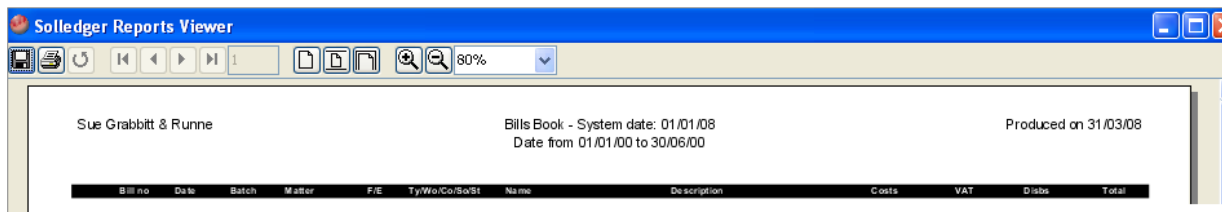
When you have finished a time sheet, either today's or a previous day, click the 'End Session' button. You can choose to discard the entries but normally you will want to post them by clicking 'OK'

## Reports

If you are logged in as a fee earner with time reporting rights then clicking on Reports at the top right of the screen will present a short reports option.



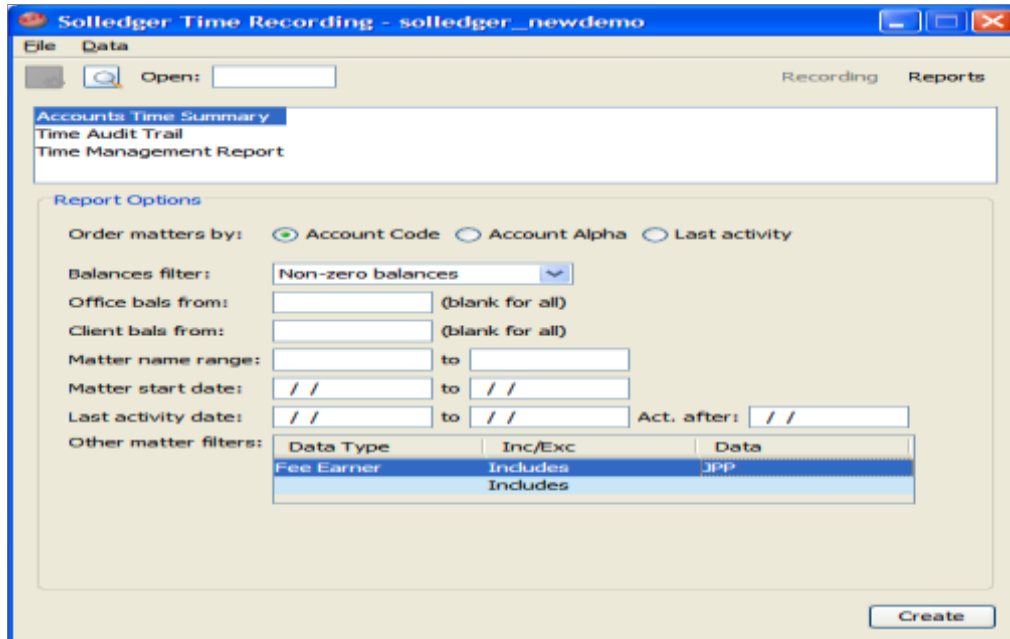
All the reports have been generated using a report generator program that has common features which apply to all reports. The required report is selected and any criteria needed are defined. The report is created by clicking the 'Create' button or by pressing F9. All reports have a common top line with various control icons as below.



Starting from the left the icons are as follows:

- Disk icon – This will allow the report to be saved in either Excel (.xls) or .html format. When selected you are prompted for a file name and location
- Printer icon – This will print the report through the usual Windows printer selection box where you can choose a printer and the pages to print and the number of copies
- Reload icon – not used
- Page position – 4 icons. From left to right – first page – previous page – next page – last page. The next box enables a page number to be entered.
- Three size icons – Actual size – Fit to page – Fit to width. Try them to see the effect.
- Zoom icons – 2 icons for enlarging or diminishing the size followed by a box to set a particular size. There are pre-selectable sizes or an exact number can be entered.

Selecting Accounts Time summary will present several options. The report can be in matter number order or client alpha order or in last activity date order. The balances filter can select the usual one of non-zero WiP balances or changed to All matters or those with Zero balances. The office bals from and client bals from are not relevant to this report and can be ignored. A matter name range can be selected or a start date range or a last activity date range or an activity after date. The other matter filters can select a Fee Earner as shown but clicking in the columns will allow other selections. The example below shows a report for fee earner JPP. Multiple Include and/or Exclude selections can be made.



The time Audit Trail and the Time Management Report both require a date range. Additionally, the Time Management Report has a tick box to apportion bills and write offs. This report summarises the fee earner performance for the period and the box should be ticked where fee earners other than the owner of the matter have worked on the file.

## Queries and Updating

The new reporting options on fee earner time recording require a system update that can only be performed by the system administrator. Before this update all users must be updated to program version 1\_6\_13 or greater. Then the administrator can choose the update option in the Configuration menu. The administrator must then grant user permission for Reports – Fee Earner after which when the fee earner starts the program the latest mods will be incorporated.

There have been no significant changes to the programs up to the current version 1\_7\_10. Just some minor bug fixes and report improvements.

Queries and any bug reports can be directed to RedMonkey Software on 0845 867 3849 or by e-mail to paul@redmonkeysoftware.com or to ned@redmonkeysoftware.com. Latest programs can be downloaded via the following link:

<http://downloads.redmonkeysoftware.com>

A short menu of options will be presented from which choose the one you want, usually, Solledger Client for Windows. There are notes on new installations of Solledger and upgrades from earlier versions after 1\_6\_13