Client Invoice Payment Import

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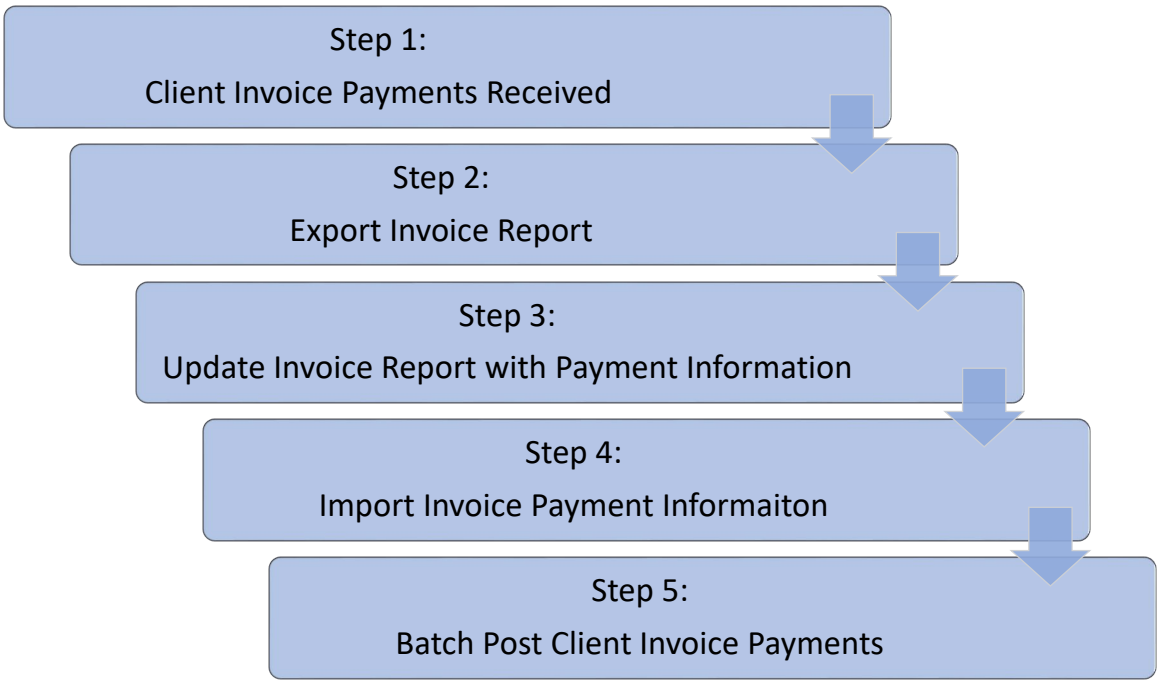
Client Invoice Payment Import

OVERVIEW/ SUMMARY

When client payments are received, oftentimes they reference a large volume of accounts. Some payments may reference the Q-Law(QL) account number (ourfile), other payments may reference the clients account number (custfile) and other payments may reference the invoice number. Historically, this created quite the process for the payments to be posted in a batch process. Client Invoice Payment Import, a new optional module available for purchase, allows for client invoice payments to be posted through a batch process within the bookkeeping menu.



Important Notes

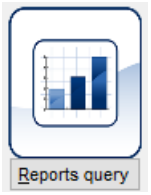
- This module must be activated by Q-Law Support before it is functional.
- The firm preference DETFEES does not work with this program. All bookacct will be COSTRECOV or FEES.
- The import process supports either XLS or CSV formats.
- This program will **not** support hourly billing items.
- Q-Law will **not** allow for unapplied cash using the Client invoice payment import.

CREATING IMPORT FILE

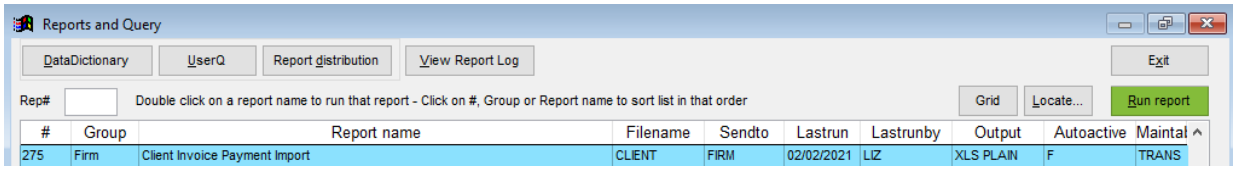
Report 275 – Client Invoice Payment Import Record

A report has been created in Reports and Query that will pull all active client invoices where payments may be applied. The report is built to match the required format for importing records. The report fields should **not** be modified unless directed to do so by a Q-law team member, however, the "where" clause may be adjusted to limit the records to a specific client code or a specific date. The report is setup to use the report dates.

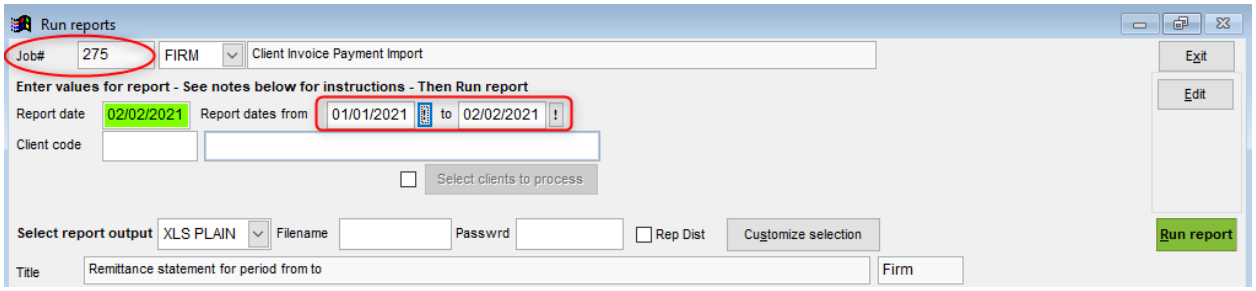
1. From the Main Menu, **[Reports & Query]**.



2. Select Report 275 – Client Invoice Payment Import Record.



3. Adjust the date range, **[Run Report]**.

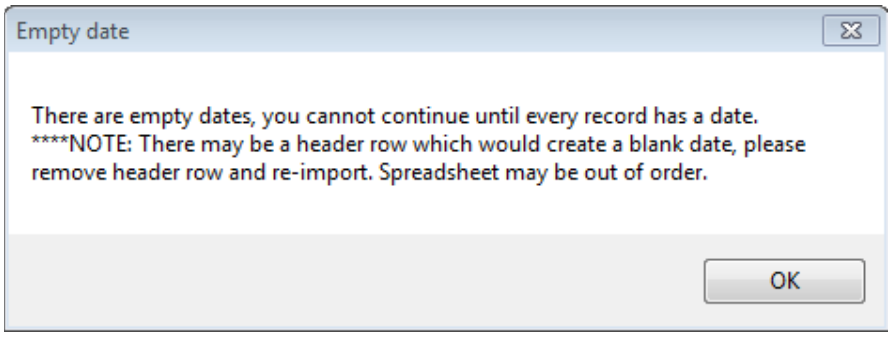


4. Select List Excel. Then, **[Yes]**.
5. Select [Yes] to export as XLS file, select [No] to export as CSV file.
    a. Both XLS and CSV files are supported for importing.
6. The file may be saved anywhere the user has access, but it is suggested to save the file in the ***:\qlaw\payment\payinvimp*** folder.

Invoice Payment Spreadsheet

Once the report has been saved, the client invoice payment information can be directly entered into the spreadsheet. Once all the client invoice payment information has been entered, the spreadsheet will be ready for import.

1. Open the saved spreadsheet.
    a. Do **not** delete any columns. The spreadsheet layout is formatted for this import.
2. Scroll to the far right on the report.
3. Enter the payment information into columns Q & S.
    a. *Column Q – Amount*: Total paid by client for each item
    b. *Column S – Checknum*: Client check number
4. It is not required to delete rows where payment information is not received.
    a. If a row does not have payment information, it will be caught during the import and will not be processed during the batch posting. However, a user may eliminate rows of data that have no payments.
5. Once all the information has been entered into the spreadsheet, delete the header row.
    a. This must be done regardless of if the file is XLS or CSV.
    b. If the header row is not deleted, an error will appear when attempting to import.

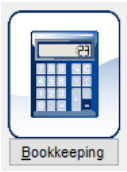


6. Save the file in the ***:\qlaw\payment\payinvimp*** folder or in a folder where it can easily be retrieved during the import process.

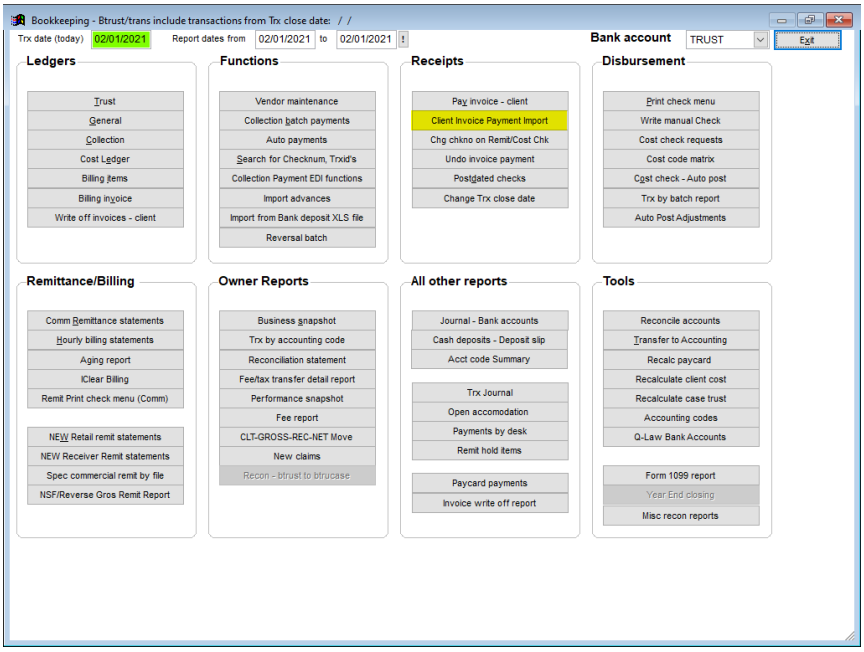
IMPORTING INVOICE PAYMENT INFORMATION

Importing Client Invoice Payment Spreadsheet

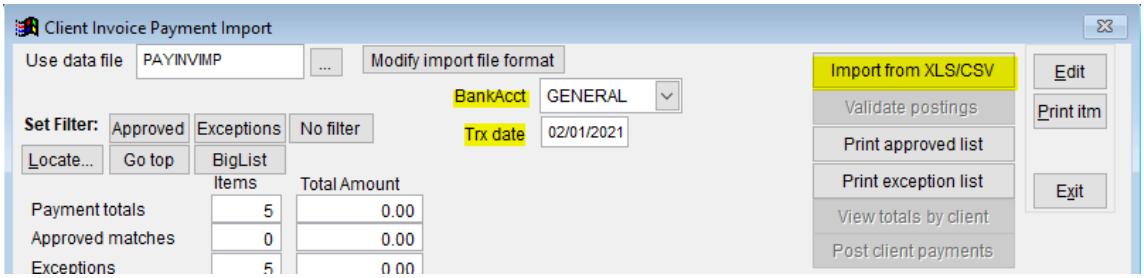
1. From the Main Menu, **[Bookkeeping]**.



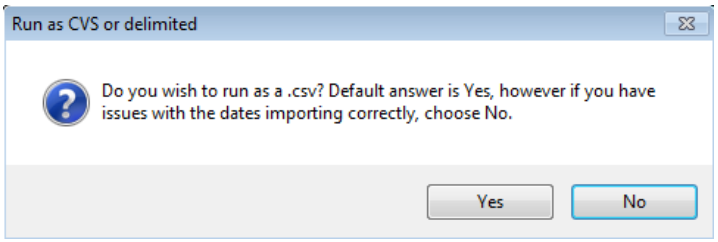
2. Select **[Client Invoice Payment Import]**.



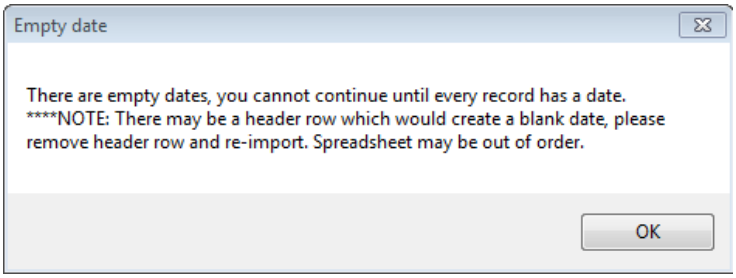
3. The BankAcct will always default to GENERAL.
    a. This can be changed if required. Q-Law recommends using the default option or another General bank account. Client invoice payments do not, by definition, go into a Trust account.
4. The Trx date is the date the payments will show posted in the system.
5. Select Import from XLS/CSV.



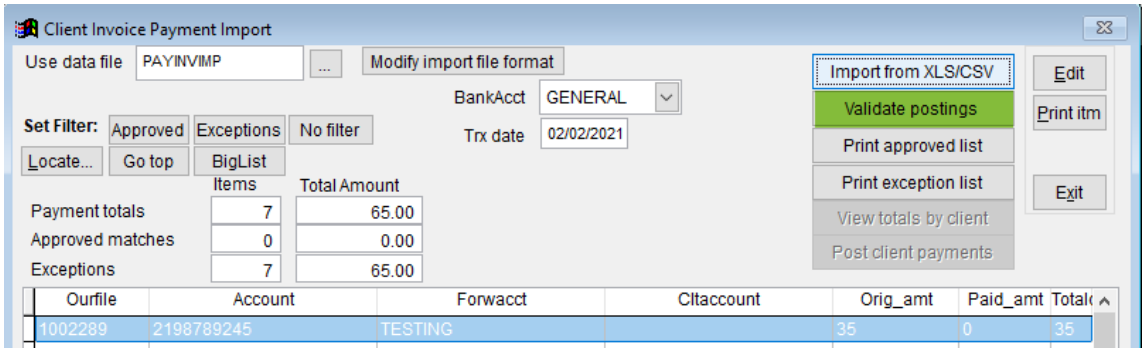
6. Select the saved file to import from the ***:\qlaw\payment\payinvimp*** folder or another folder.
    a. If Importing a CSV file, the user will receive a pop-up. Select [Yes]. If the dates import into the grid with a year of 0016 (as an example), reimport and chose [No]. This should adjust the dates to correctly read 2016.



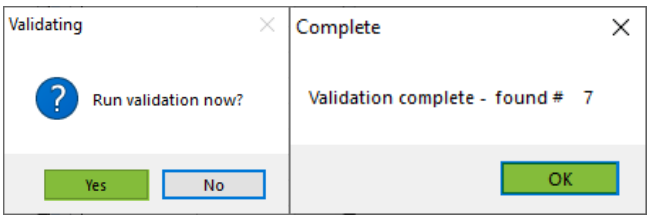
    b. If the header was not deleted from the spreadsheet, this error will pop-up. If this happens, re-open import spreadsheet, delete header, save and re-try. Another instance where a user may see this same error is if the column order has changed from the required order.



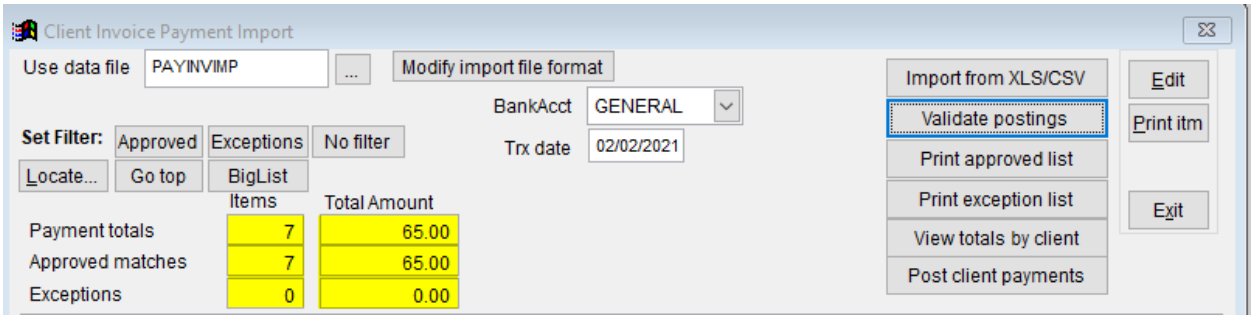
7. The grid below will populate with all the information from the spreadsheet.
8. Select **[Validate postings]**. Select **[Yes]** when prompted.



9. A prompt will appear to begin validation, click **[Yes]**. A second prompt will display the number of postings that are approved for batch posting. Select **[Ok]**.



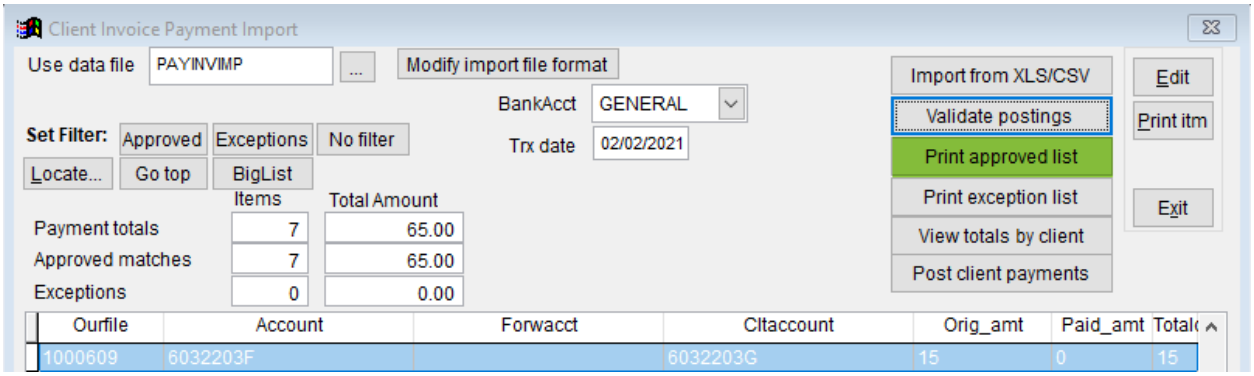
10. The Client Invoice Payment Import screen will update the totals on the left side of the screen.
    a. *Payment Totals*: Total # of accounts and total amount paid for all clients.
    b. *Approved Matches*: Total # of accounts ready to post and total amount to be posted.
    c. *Exceptions*: Total # of exceptions and total amount of payments that will not be posted



Review/Validation of Invoice Payment Information

Approved Payments

1. By default, after the validation only the approved payments will appear in the grid.
2. There is also the button Print Approved list on the right side of the screen. From here, a file can be exported for recording.
    a. It is recommended that this **not** be done until all exceptions have been reviewed/ updated.



Exception Payments

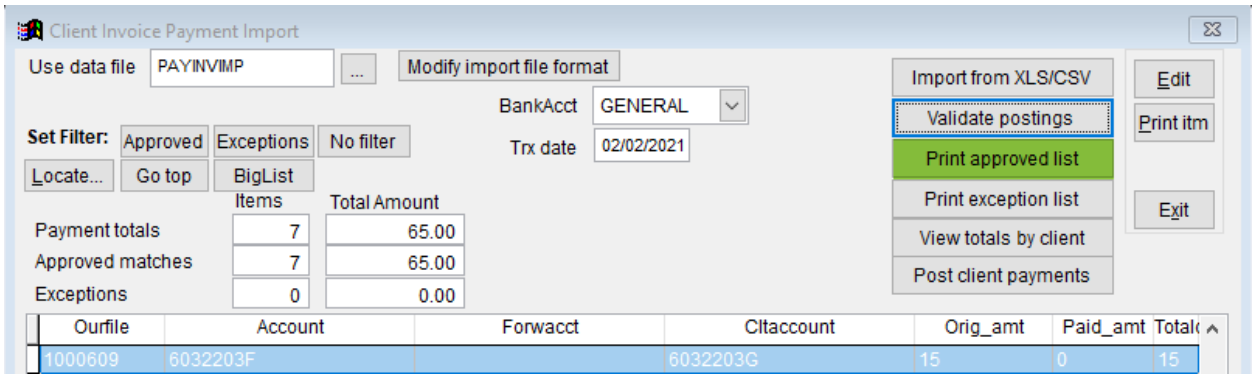
1. To view exception payments in the grid in the lower portion of the screen, select the Exceptions button.
    a. Selecting the No filter will also populate the grid with the exceptions but will also include the approvals.
2. Scroll to the right in the grid for Statnote. This will provide the exception reason.
    a. If the user does not delete rows for non-payment records, most exceptions could be NO PAYMENT AMOUNT
    b. For OVERPAYMENT ON ITEM, Q-law will **not** allow for unapplied cash using the Client payment import. The user must make the choice of making the deposit less than the actual amount of the check or posting the monies to a different record.
    c. Most items may be modified from within the Client Invoice Payment Import program, however Q-law does not recommend it for a majority of the exceptions. See list below.
    d. **IMPORTANT:** if any data is changed with the Edit Record, the user must Validate Postings again for the system to re-evaluate any exceptions.

STATNOTE	DESCRIPTION	MODIFY
NO TRUSTRECID	Trustrecid missing from import spreadsheet (column O)	Not recommended
NO OURFILE LISTED	Ourfile missing from import spreadsheet (column A)	Not recommended
NO PAYMENT AMOUNT	No Payment Amount entered or zero (column Q)	Normally this would indicate no payment for this record, so not recommended but if dealing with unapplied cash, the amount may be changed.
NO CLT CHECK NUMBER	Payment entered, check number missing (column S)	Yes
CUSTID DOES NOT MATCH FILE	Custid does not match file (column M)	Not recommended
NO OURFILE IN DEBT	Ourfile does not exist in Q-law.	N/A
NOT DISTINCT TRUSTRECID	Transrecid is duplicated in trans, contact Q-Law support (column O)	Not recommended
OVERPAYMENT ON ITEM	Amount applied exceeds amount owed (column Q > column G)	Normally this would indicate unapplied cash, which is not allowed with this program. The amount may be changed, but it will affect the total deposit for this check number.
NO RECORD IN TRANS FOUND	No record in trans for this trustrecid	N/A
INVOICE DOES NOT MATCH TRANS	The invoice number does not match system (column I)	Not recommended
NOT A VALID INVOICE IN CUSTBILL	Invoice does not exist in the custbill.dbf (column I)	Not recommended

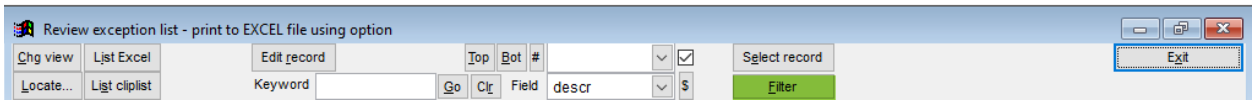
Modifying exception payments

A user may wish to limit the records to view while reviewing the exception list. With the process described below, a user may see all exceptions where STATNOTE does not equal NO PAYMENT. Another example would be to view all where STATNOTE equals NO CLT CHECK NUMBER to identify those where the client check number was inadvertently missed and populate with the correct check number.

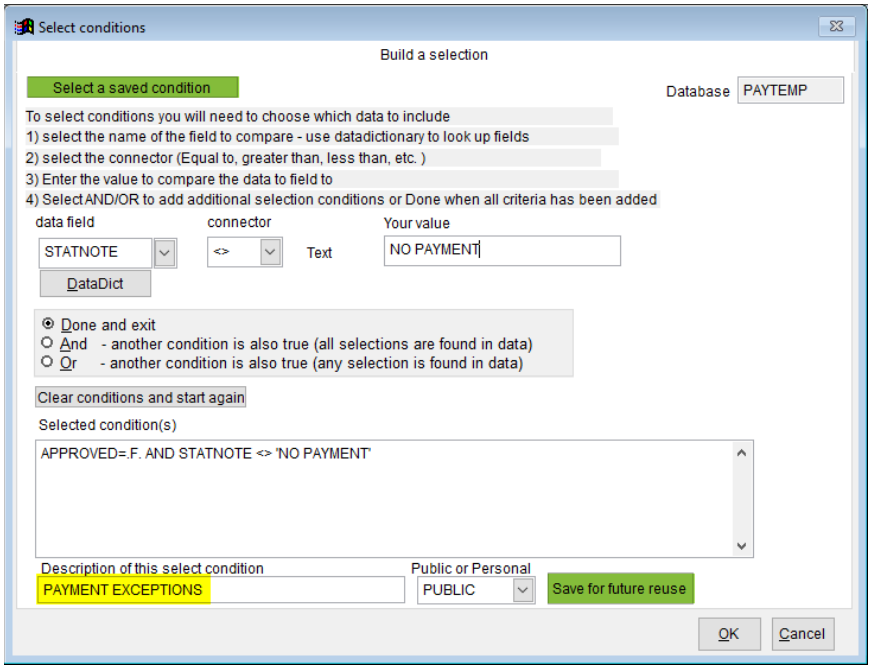
1. Select Print exception list



2. Select Filter



3. Use the condition builder to create filter.
    a. The “APPROVED = .f.” will automatically populate in the condition statement. An “AND” is required to be manually entered in order for condition to work.
    b. To review true exceptions, Q-law recommends the command statement: APPROVED=.F. AND STATNOTE <> 'NO PAYMENT'
    c. Selection statements can be saved for future use. These are recalled by clicking the Select a saved condition button at the top of the filter screen.
        i. Enter the desired name for statement in bottom field.
        ii. Select Public or Private to determine access.
        iii. Select Save for future reuse.

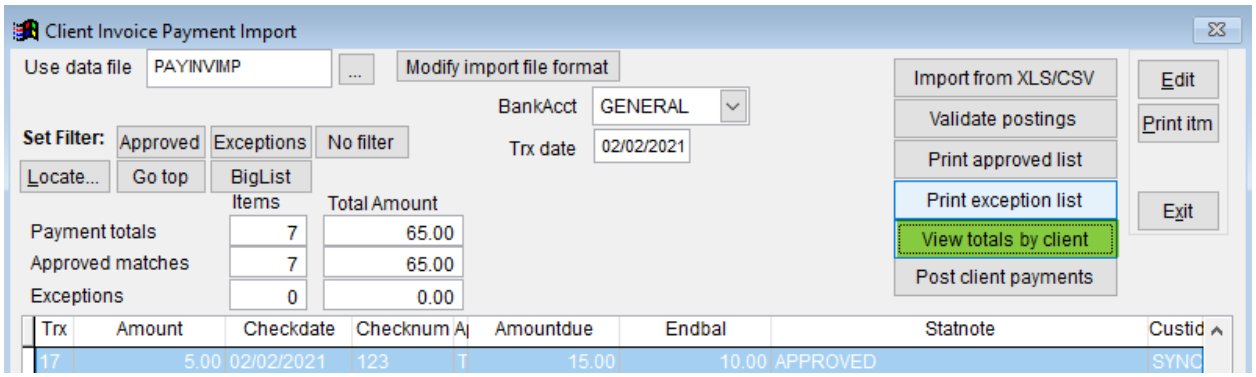


4. Select the Edit Record button.
5. Modify the data in the appropriate column.
6. Once all data has been modified, select Exit.
7. Select the Validate Postings button
8. The updated accounts should now appear as approved unless other exceptions are encountered.

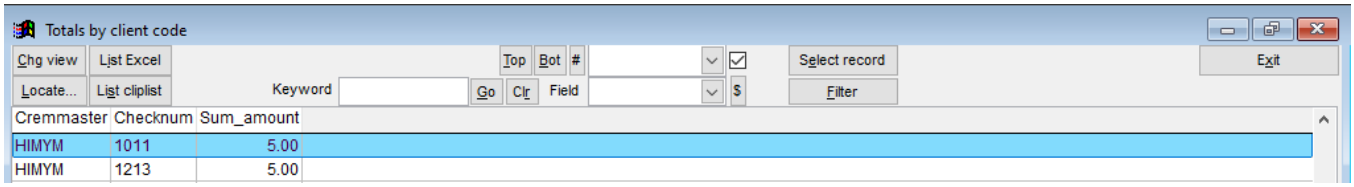
View Totals by Client

This button provides a summary of all approved payments. This can be used to export historical records for accounting purposes. Note: the column for the custid is named cremmaster and noted as Master Custid. If the client is part of a master remit, the master client code will be used for reporting. If it is not, the client's own client code will show in this field.

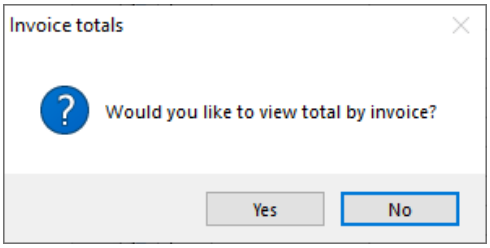
1. Select View totals by client.



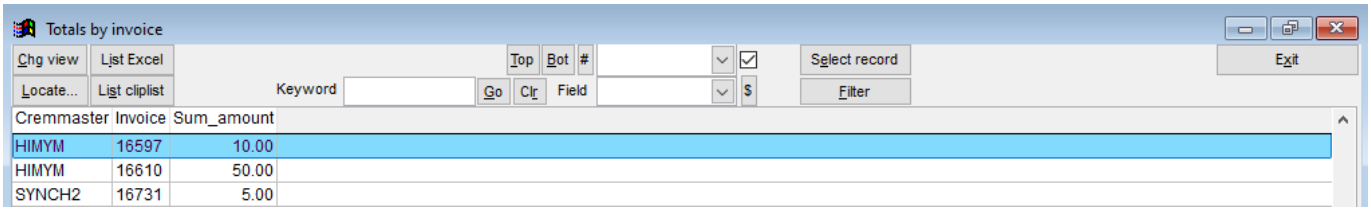
2. This will pull up a screen with the Master Custid, the check number, and the total paid.



3. Select List Excel to create a spreadsheet to save for records *(Optional)*
4. Select Exit
5. A Pop-up will appear. “Would you like to view total by invoice?” Select Yes to view invoice information. Select No to return to Client Invoice Payment Import screen.



6. The invoice screen will also have the Master Custid, the invoice number, and the total paid.

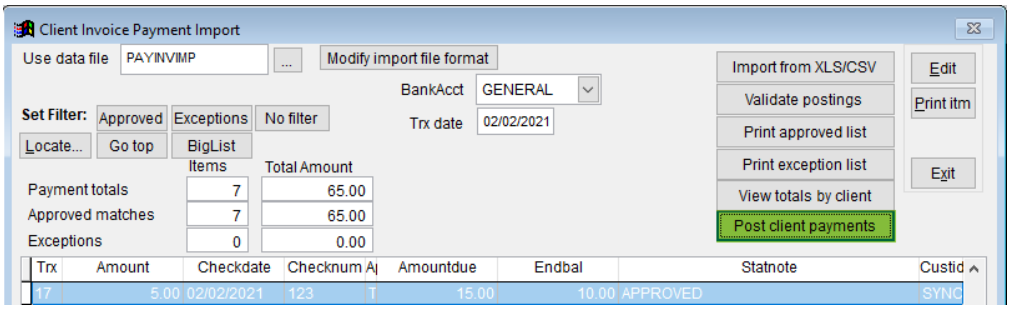


7. Select List Excel to create a spreadsheet to save for records *(Optional)*
8. Select Exit

BATCH POST CLIENT INVOICE PAYMENTS

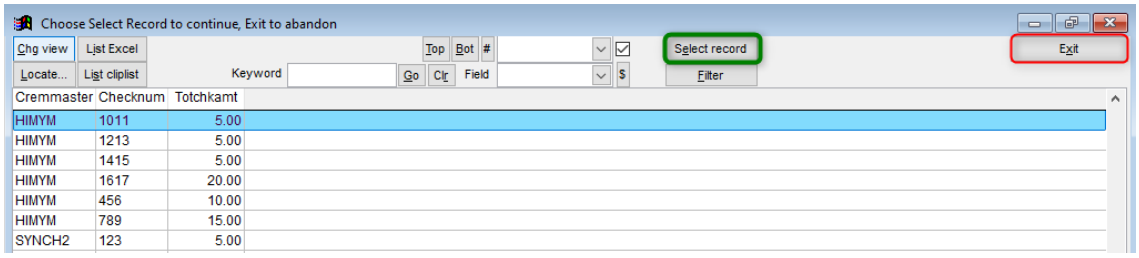
Once all the exceptions have been reviewed and all invoice payments have been validated and approved for posting, the batch posting process can be started.

1. Select Post client payments.

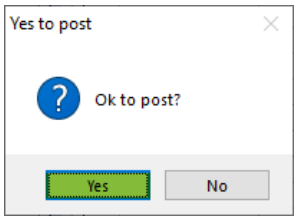


2. The following prompt will appear. Select [**OK**].

3. The checks will appear in a grid. The user should verify each check number, client code and amount before proceeding as this is the validation point for accounting. Click Select record to proceed.
4. Selecting Exit will abort the posting process.

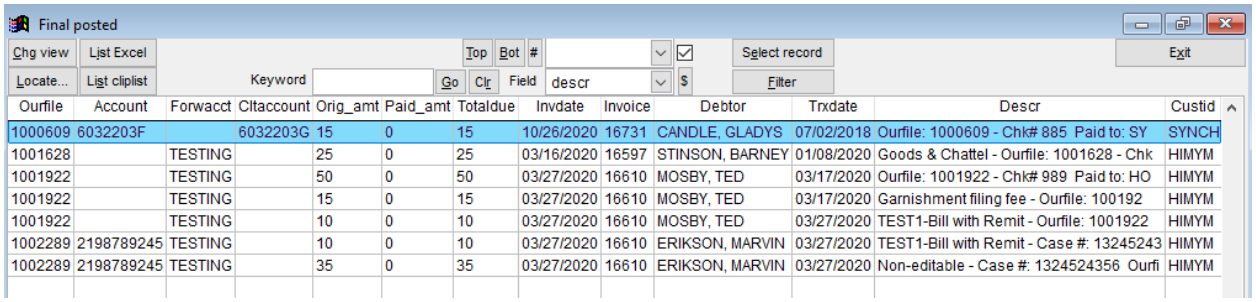


5. If you select the record a prompt will appear. Select [**Yes**] to proceed, [**No**] to cancel posting. This is the users last chance to stop the posting process.



6. A second pop-up will appear. Select [**Ok**].

7. A grid of all payments posted will appear on the screen. It is strongly suggested that the user save this file as it is backup to all payments posted. Select list excel to save list for records.



Ourfile	Account	Forwacct	Cltaccount	Orig_amt	Paid_amt	Totaldue	Invdate	Invoice	Debtor	Trxdate	Descr	Custid
1000609	6032203F		6032203G	15	0	15	10/26/2020	16731	CANDLE, GLADYS	07/02/2018	Ourfile: 1000609 - Chk# 885 Paid to: SY	SYNCH
1001628		TESTING		25	0	25	03/16/2020	16597	STINSON, BARNEY	01/08/2020	Goods & Chattel - Ourfile: 1001628 - Chk	HIMYM
1001922		TESTING		50	0	50	03/27/2020	16610	MOSBY, TED	03/17/2020	Ourfile: 1001922 - Chk# 989 Paid to: HO	HIMYM
1001922		TESTING		15	0	15	03/27/2020	16610	MOSBY, TED	03/17/2020	Garnishment filing fee - Ourfile: 100192	HIMYM
1001922		TESTING		10	0	10	03/27/2020	16610	MOSBY, TED	03/27/2020	TEST1-Bill with Remit - Ourfile: 1001922	HIMYM
1002289	2198789245	TESTING		10	0	10	03/27/2020	16610	ERIKSON, MARVIN	03/27/2020	TEST1-Bill with Remit - Case #: 13245243	HIMYM
1002289	2198789245	TESTING		35	0	35	03/27/2020	16610	ERIKSON, MARVIN	03/27/2020	Non-editable - Case #: 1324524356 Ourfi	HIMYM

8. Select Exit.
9. Select Exit again.