



Import Cost Advance

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Post Cost Advances via a Spreadsheet Import

When a client sends a spreadsheet of cost advances, it is possible to import those and batch post as deposits, transaction 11.

The spreadsheet must have the following minimum information:

- Client account number (**Custfile**)
- Network account number (**NCustfile**)
- Forwarding account number (**FCustfile**)

Optionally, it can also match by the **Ourfile** number. It is not needed in the spreadsheet; however, the column titled **Ourfile** must be there.

Paydate – date that it will be credited / trx deposit date

Check number – Check number from the client for the advance

Amount – amount of the cash advance

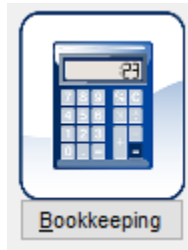
Ourfile – can be left blank if matching by any other number

Custid – can be left blank, it will populate when matching

Save the spreadsheet from the client, usually in Q-Law/payment/advcost (any additional columns should be deleted or moved to the column after the Custid). The spreadsheet should be saved as a Microsoft Workbook 5.0/95.

Process the Spreadsheet into Batch Posting

- Bookkeeping



- Import advances

Bookkeeping - Btrust/trans include transactions from Trx close date: //

Trx date (today) **01/29/2021** Report dates from 01/01/2021 to 01/29/2021

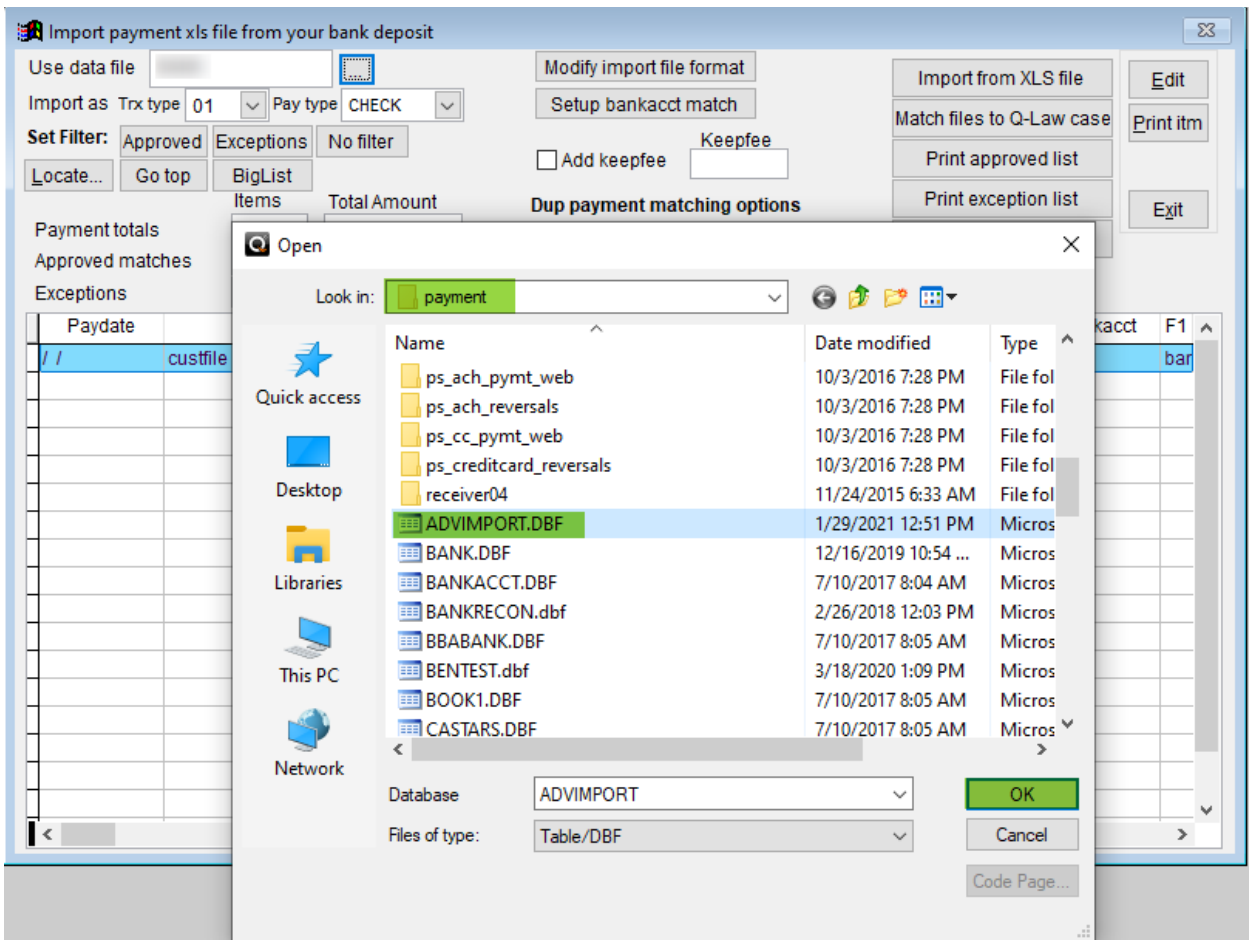
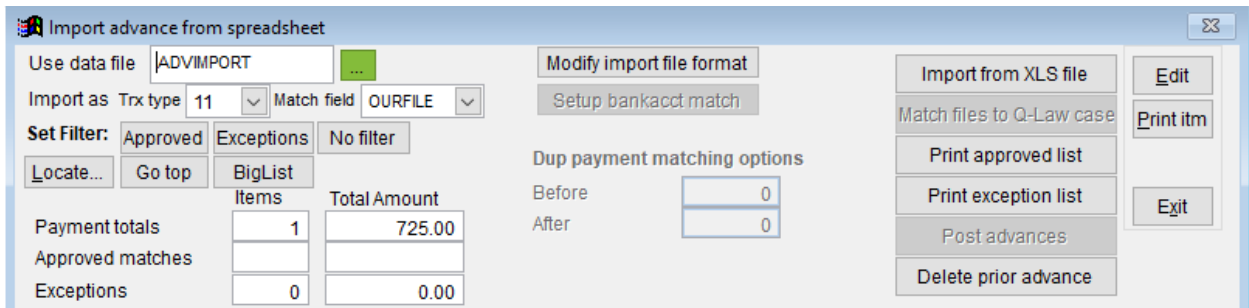
Bank account TRUST Exit

Ledgers	Functions	Receipts	Disbursement
Trust	Vendor maintenance	Pay invoice - client	Print check menu
General	Collection batch payments	Client Invoice Payment Import	Write manual Check
Collection	Auto payments	Chg chkno on Remit/Cost Chk	Cost check requests
Cost Ledger	Search for Checknum, Trxid's	Undo invoice payment	Cost code matrix
Billing items	Collection Payment EDI functions	Postdated checks	Cost check - Auto post
Billing invoice	Import advances	Change Trx close date	Trx by batch report
Write off invoices - client	Import from Bank deposit XLS file		Auto Post Adjustments
	Reversal batch		

Remittance/Billing	Owner Reports	All other reports	Tools
Comm Remittance statements	Business snapshot	Journal - Bank accounts	Reconcile accounts
Hourly billing statements	Trx by accounting code	Cash deposits - Deposit slip	Transfer to Accounting
Aging report	Reconciliation statement	Acct code Summary	Recalc paycard
IClear Billing	Fee/tax transfer detail report	Trx Journal	Recalculate client cost
Remit Print check menu (Comm)	Performance snapshot	Open accomodation	Recalculate case trust
	Fee report	Payments by desk	Accounting codes
NEW Retail remit statements	CLT-GROSS-REC-NET Move	Remit hold items	Q-Law Bank Accounts
NEW Receiver Remit statements	New claims	Paycard payments	Form 1099 report
Spec commercial remit by file	Recon - btrust to btrucase	Invoice write off report	Year End closing
NSF/Reverse Gros Remit Report			Misc recon reports



1. Click on the button to first chose the dbf: ADVIMPORT





2. Click on **[Import from XLS file]** and navigate to the saved spreadsheet.

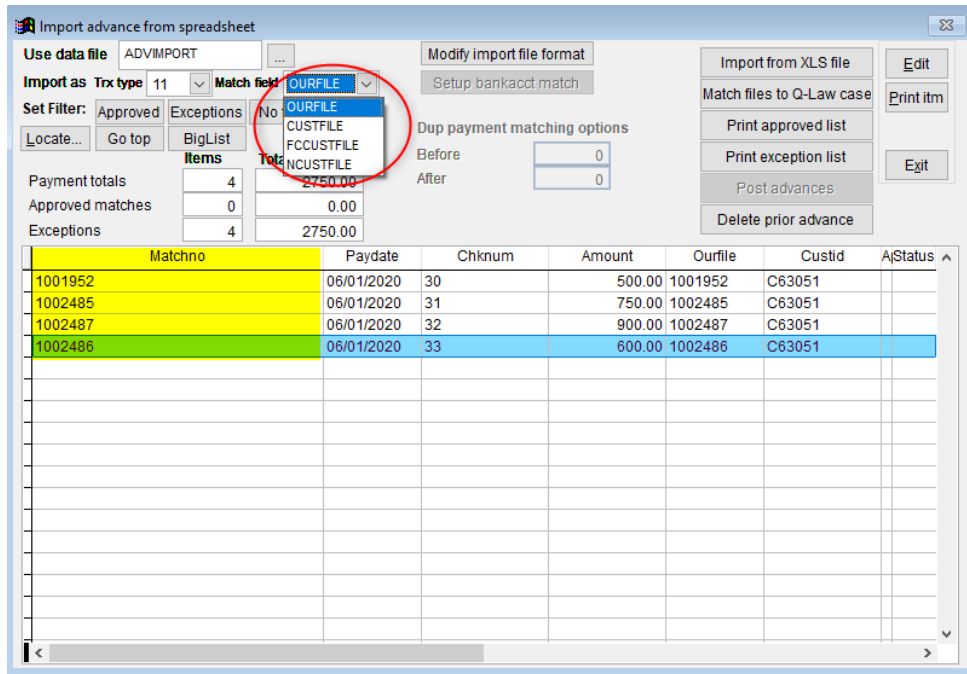
The screenshot shows the 'Import advance from spreadsheet' dialog box. The 'Use data file' field is set to 'ADVIMPORT'. The 'Import as' section shows 'Trx type' as 11 and 'Match field' as 'OURFILE'. The 'Set Filter' section has 'Approved' selected. The 'Dup payment matching options' section shows 'Before' and 'After' both set to 0. The 'Import from XLS file' button is highlighted in green. Below the dialog, a table shows payment totals:

	Items	Total Amount
Payment totals	1	725.00
Approved matches	1	725.00
Exceptions	0	0.00

The screenshot shows the 'Import payment xls file from your bank deposit' dialog box. The 'Use data file' field is set to 'BANK'. The 'Import as' section shows 'Trx type' as 01 and 'Pay type' as 'CHECK'. The 'Set Filter' section has 'Approved' selected. The 'Import from XLS file' button is highlighted in green. A file selection window is open over the dialog, showing the 'Look in' field set to 'advimport'. The file list shows two files: 'adam' and 'Liz_test'. The 'Liz_test' file is selected. The 'EXCEL File name' field is set to 'Liz_test' and the 'Files of type' field is set to '*.XLS'.

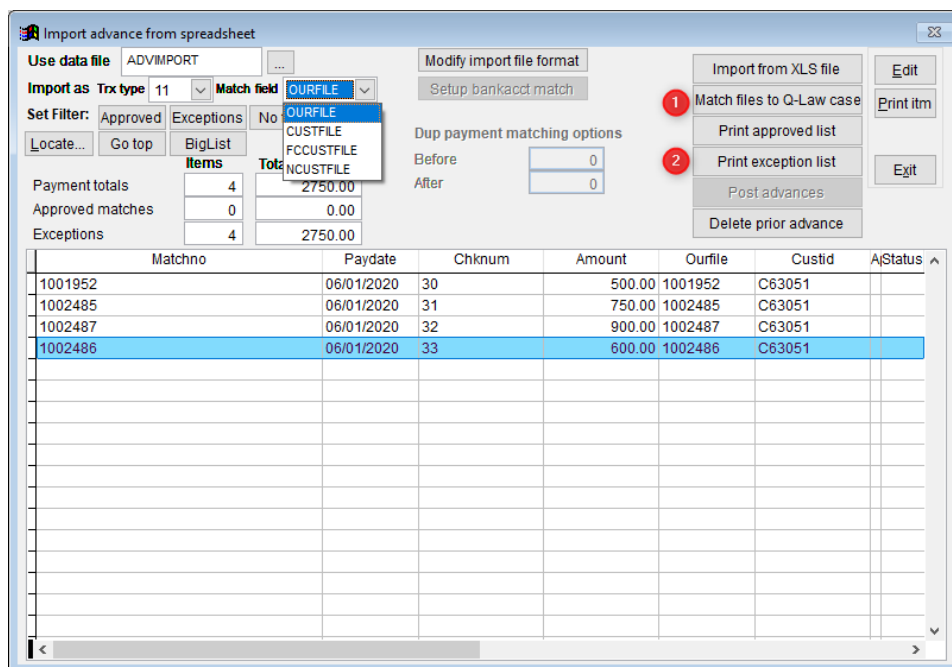


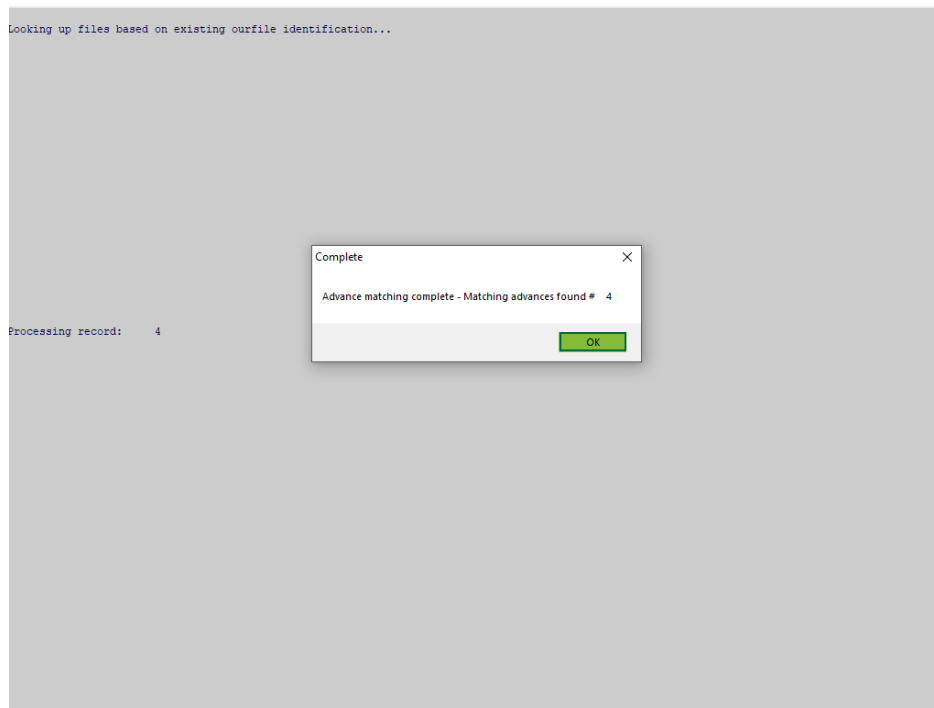
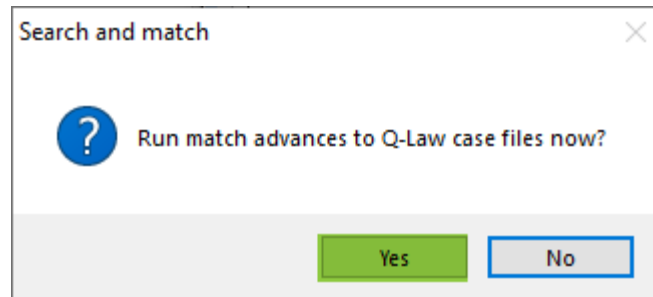
- After import of the spreadsheet, in the dropdown titled **“Match field”**, choose the number (to use for matching to the items in the spreadsheet.



A. – Match files to Q-Law case

B. – Print exception list





4. If so desired, print the exception (if any) and / or matched items.

Note: If a client assigns numerous files with the same identification numbers, as medical providers sometimes do, when Q-Law matches, using that number, it will match it and post to the earliest opened Ourfile that has that client number.

In the case of companion files, it would usually be the Main file. The deposit can then be manually moved should it be for a different companion file.

Deposits will not be posted to files in a closed status and will appear on the exception report.

5. Post the matched payments to Ourfile.

Import advance from spreadsheet

Use data file: ADVIMPORT

Import as: Trx type 11 Match field: OURFILE

Set Filter: Approved Exceptions No filter

Payment totals: 4 items, 2750.00 Total Amount

Approved matches: 4 items, 2750.00 Total Amount

Exceptions: 0 items, 0.00 Total Amount

Matchno	Paydate	Chknum	Amount	Ourfile	Custid	AjStatus
1001952	06/01/2020	30	500.00	1001952	C63051	T
1002485	06/01/2020	31	750.00	1002485	C63051	T
1002487	06/01/2020	32	900.00	1002487	C63051	T
1002486	06/01/2020	33	600.00	1002486	C63051	T

Post to files

Post 4 Cost Advances (11) of 2750.00 into case files? If posted by mistake, must be deleted from each file.

Yes No

Transfer to files completed

4 advances were transferred to files in the amount of: 2750.00 Batch# assigned: 1013

OK

There is not an undo function when importing in batch. If the payment needs to be removed or reversed for any reason, it must be done in the case trust of each file.

The deposit slips can be balanced to the Approved logs. The exceptions would have to be manually posted. Examples of exceptions would be (no matching Custfile, closed file, etc.) Once the issues are corrected, they can be placed on a new spreadsheet and imported or added manually.