



# Import from Bank Deposit or XLS

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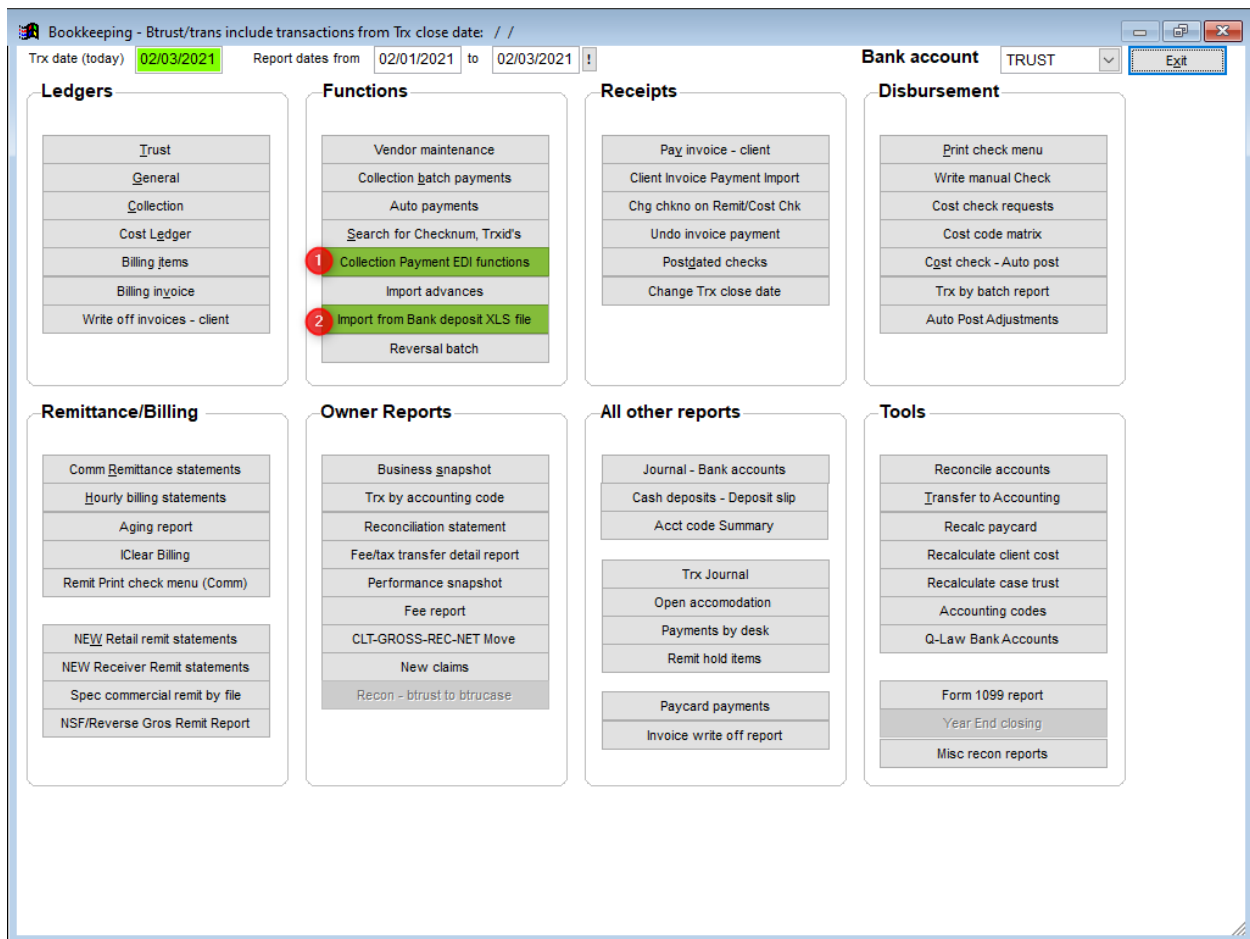
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## Importing Payment Records

Importing collection payment batches from a CSV or Excel Spreadsheet file is an available option. This module will allow users that receive payments in a CSV or XLS file format the ability to easily import payments into the collection batch payment prepay form of Q-Law and Q-LawE or directly into files. Payment records can be imported into QL/QL with two different import optional modules. The payment modules differ by where the import originates and how much functionality is wanted. They include payment files from:

1. A client.
2. Payment files from a bank, payment vendor or self-created.



There are similarities between the two options. QL/QL allows the bridge database (used to transfer the data from the spreadsheet into a database that the program can use to move the data into QL/QL to be tailored to the order of the spreadsheet received/created. The program can then take this data, match it to a file and import the data into Collection Batch Payments for further processing.

## Collection Payment EDI functions

This option will allow a user to import payment files from a client by matching the debt.custfile.

## **Import from Bank Deposit XLS File**

This option will allow spreadsheets from a bank with routing number and bank account information or self-created payment vendor files with ourfile numbers included. The bridge database will include a field for ourfile, bank routing number and bank account number. If the ourfile field is not empty, the program will match to that field. If the ourfile field is blank, the program will try and match to a FIN contact on bank routing number and bank account number. If one is not found, the payment will still be moved to Collection Batch Payment. The user will have to find the appropriate ourfile for these files the first time a payment is received from this consumer. When the payments are posted in this process, the program will create a new FIN record if the bank routing number is found in the bankrout.dbf including the bank routing number and bank account number. Thus, if future payments for this file is included in a payment import file, Q-Law and Q-LawE will be able to match based on the FIN record created.

## Specifics of Client and Bank Imports

These two are very similar in operation.

Import payment from Client Screen:

Payment totals	Items	Total Amount
Payment totals	2	0.00
Approved matches		
Exceptions	2	0.00

Filfile	Paydate	Ourfile	Payor	Amount	Ref	Fil_cw2	Status	Fill_auth	Custfile	Balance	Approved	Sbddate	Lastpay	Lastc
DEBIT	09/28/2012	SERVICE FE	-2.58		12501.39	135653								
CREDIT	09/28/2012	INTEREST P	2.58		12503.97	135654								

Import from Bank/Other Screen:

Payment totals	Items	Total Amount
Payment totals	7	2006.00
Approved matches	7	2006.00
Exceptions	0	0.00

Paydate	Custfile	Ourfile	Amount	Descr	Bankacct	F1
10/15/2018	451-PHEA	1001159	1.00	TEST ADJUSTMENT		
10/15/2018	001-PHEA	1001155	1.00	TEST ADJUSTMENT		
10/15/2018	XXXXXXXX-005-PHEA	1001152	1.00	TEST ADJUSTMENT		
10/15/2018	XXXXXXXX-001-PHOO	311187	1.00	TEST ADJUSTMENT		
10/15/2018	401804013035XXXX	1001033	1.00	TEST ADJUSTMENT		

### Before Importing of EDI Payment File

1. Copy the XLS or CSV file to the "u:\qlaw\payment" folder.
2. From the Bookkeeping menu, select the import process.
3. Since a firm may have several different imports, the user may need to enter the payment EDI template name in the "Use Data File" box or click [...] to look up a template file. If only one payment import is set up, it will automatically populate.
4. Select the transaction type to be imported with this batch in the "Trx Type" field. As an example, the user will enter 01 for payments received by the firm or 02 for a direct payment to the client.

5. Select the payment type to import.

**Note:** Use the "PAIDTOCLIE" pay type for a transaction type 02.

6. Click on "Import from XLS file", navigate to the appropriate file and [OK].

7. The data from prior batch is now removed and the data imported from file now appears in the grid below

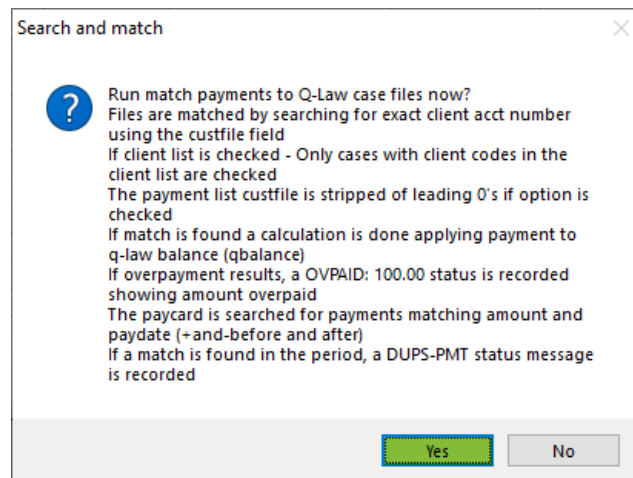
8. To make corrections: [Big List] > [Edit record] > [Exit] from the grid preview when edits are completed. **Note:** If a record should be deleted, in the list, click on the small rectangular box appearing to the far left to delete the record (the box turns black, and the record is flagged as deleted and will not be processed).

9. Set options for matching in client import

- a. If this is a file that includes accounts that can be matched to a list of client codes in QL/QLE, click on "Clt list" checkbox, then enter a valid list of client codes. Example: Match to client codes KURTS or SUNDK, change the edit box to read: INLIST( custid, "KURTS ", "ABCCOM" ). **Note:** If client code is less than six characters in length insert blanks so the value between quotes is six characters in length.
- b. Optionally use the checkbox "strip leading 0 in client acct#" if clients account number includes leading 0's, but the data entry of account numbers in QL/QLE was stripped of the leading zeros.

10. Optionally enter the number of days in the before paydate and after paydate buckets to indicate a duplicate payment alert when matching and payment date of this new payment is within the days indicated by your selection.

11. Click *Match files to Q-Law case* - the prompt in the image below will appear. QL/QLE will begin to look up each client account number in the list and search for matching QL/QLE files.



12. At this time, both the payment "Items" and the "Total Amount" fields will be updated. Below are the rules that are used for matching:

- Client import - If "Clt List" is not checked, QL/QLE will search for any client account number that matches the list regardless of client code. If "Clt List" is checked and client codes are

entered, QL/QLE will search for any client account number that matches the list and the client code that matches your input client code list.

- Bank/other import - Will first match on Ourfile, if provided in file, otherwise will try to match on bank routing number/bank account number.
- If a match is found and there are no exceptions, it will be flagged as an approved match.
- If a match is found and the last payment date and amount falls within the duplicate payment rules that were entered above, it will be flagged as an exception with a status of: DUPS-PMT.
- If the payment amount is greater than the last QL/QLE balance (not including current interest), it will be flagged as exception with a status of "OVPAID: Amount Overpaid"
- If no match is found, it will be flagged as an exception with a status of "NO MATCH."

13. To view the approved items or the exception items and resolve the exceptions, click on the filter "Approved" or "Exceptions" respectively.

14. To print the approved or exceptions, click on "Print approved list" or "Print exceptions list" respectively.

15. Click **[Trf Approved to Prepay]**. (**Note:** All of the exceptions do not need to be fixed to be able to export to Collection Batch payments.)

16. Confirm to transfer the payments.

17. The approved payments will now be transferred, and the system will assign a batch number to them.

**Note:** Please write this batch number down as you will need it to work with the batch in the "Collection Batch payment" form to post these payments/adjustments.

18. Click **[Exit]**. When you process the next import, the current list is deleted.