insol6

Documents

About this manual

Insol6 produces standard letters via MS Word documents based on pre-configured MS Word Merge Templates called **Precedent Templates**.

The system provides an interface to manage Precedent Templates including the ability to add, edit, delete and import.

You may also configure Precedent Templates to be available for specified Job Types only.

Each Precedent Template is pre-configured to perform specific operations. You must consider the configuration of specific operations when setting up new Precedent Templates.

This module is designed to introduce producing and maintaining documents from Precedent Templates.

When producing a template from the **Circulars & Mailing** toolbar the following occurs:

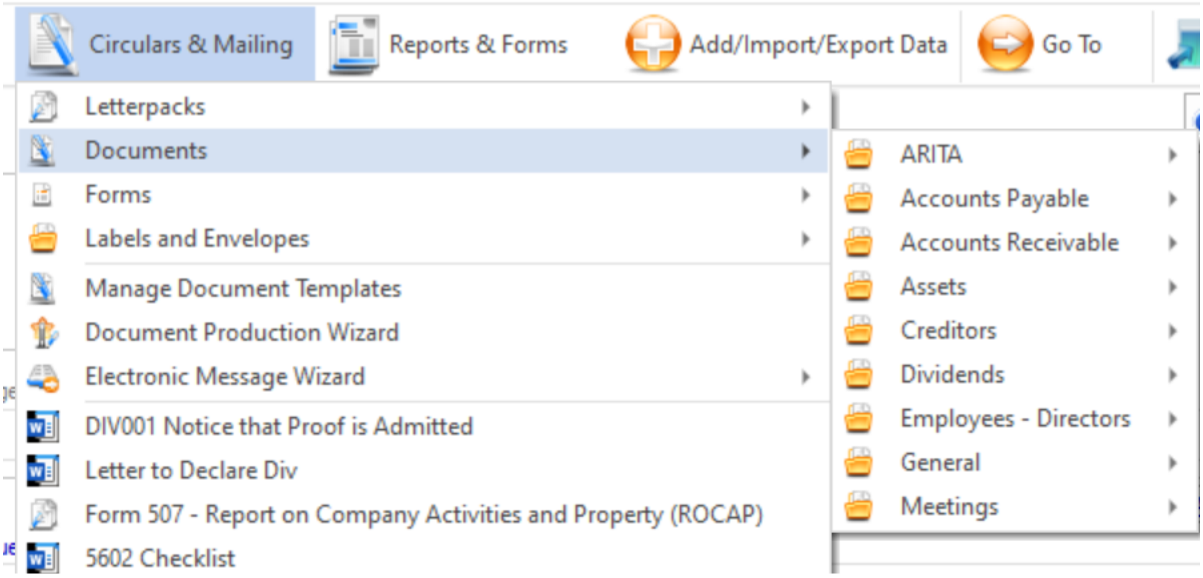
- The system generates a **merge data source** (a list of recipients based on the user's selection)
- The MS Word template is opened
- The system uses the MS Word "find and replace" function to find **Replace Codes** in the MS Template and replace these fields with values relevant for the current job.
- The system uses the standard MS Word merge functions to "link" **Merge Fields** with the **merge data source**.

At the completion of this module, you will be able to:

- Produce a Document based on a **Precedent Templates**
- Understand Specific Operations of **Precedent Templates**
- Understand Replace Fields and Merge Codes in **Precedent Templates**
- Set Merge Options
- Produce creditors' labels
- Add File Notes to a creditor's record
- Create and work with Archive Boxes.

Producing Documents

To produce a document from a Precedent Template, from the toolbar select Circulars & Mailing -> Documents:



- Depending on the pre-configuration of a Precedent Template, the user can define the recipients of a Document by selecting them during the document production wizard.

- The system generates a merge data source (as a local data object). The Merge Codes (set up in the Template) are fields in the merge data source.

- When opening the Precedent Template, a new Merge Document is created with a link to the merge data source.

- In some instances, the system will save a copy of the new document in the Job's lodgements directory (see document management). This operation occurs for ASIC Forms 5602, 5603, ROCAP and BAS Return pdf file.

- The system uses the MS Word "find and replace" function to find Replace Fields located in the MS Template and replace these fields with values relevant for the current Job.

- Use the MS Word Merge utility  in the Merge Template to create the Output Document. The saved output document can then be added to document management.

Note: The merge data source of the Merge Template doesn't persist after the document is closed. Save the Output Document (Output.doc).

Replace Fields ("RF Codes") & Merge Codes

When producing templates, there are two types of codes: Replace Fields and Merge Codes. MS Word "find and replace" function to find Replace Fields located in the Precedent Template and replace the fields with values for the current Job. Merge Codes relate to individual columns of a merge data source.

An example of Replace Fields and the data that would be returned in the output document:

Replace Field	Data returned	Comments
[RF_Admin_Name]	ABC Pty Ltd	The name of the Job
[RF_Admin_Suffix]	(In Liquidation)	Job suffix in **Corporate** > **Corporate Info**
[RF_ACN]	123 456 789	The ACN

An example of a merge data source is illustrated below. It represents a list of creditors as recipients of a mail merge document:

Merge Record	«CompanyName»	«Address»	«City»	«State»	«Post Code»
1	Creditor Name 1	56 Darling St	Ryde	NSW	2113
2	Creditor Name 2	123 Fake St	Sydney	NSW	2000
3	Creditor Name 3	PO Box 123	Melb	VIC	3000

Specific Merge Operations

Each Precedent Template that forms part of the system has pre-configured merge operations. The specific operations cause Templates to perform certain behavior. Below are some specific examples of Templates that perform specific operations:

Dividends

A Dividend Precedent Template prompts for selection of a dividend. The output document derives the data for dividend replace fields from the selected dividend. These templates are usually assigned to the Dividends category.

Meetings

A Meeting Precedent Template prompts for selection of a meeting. The output document derives the data for meeting replace fields from the selected meeting. These templates are usually assigned to the Meeting category.

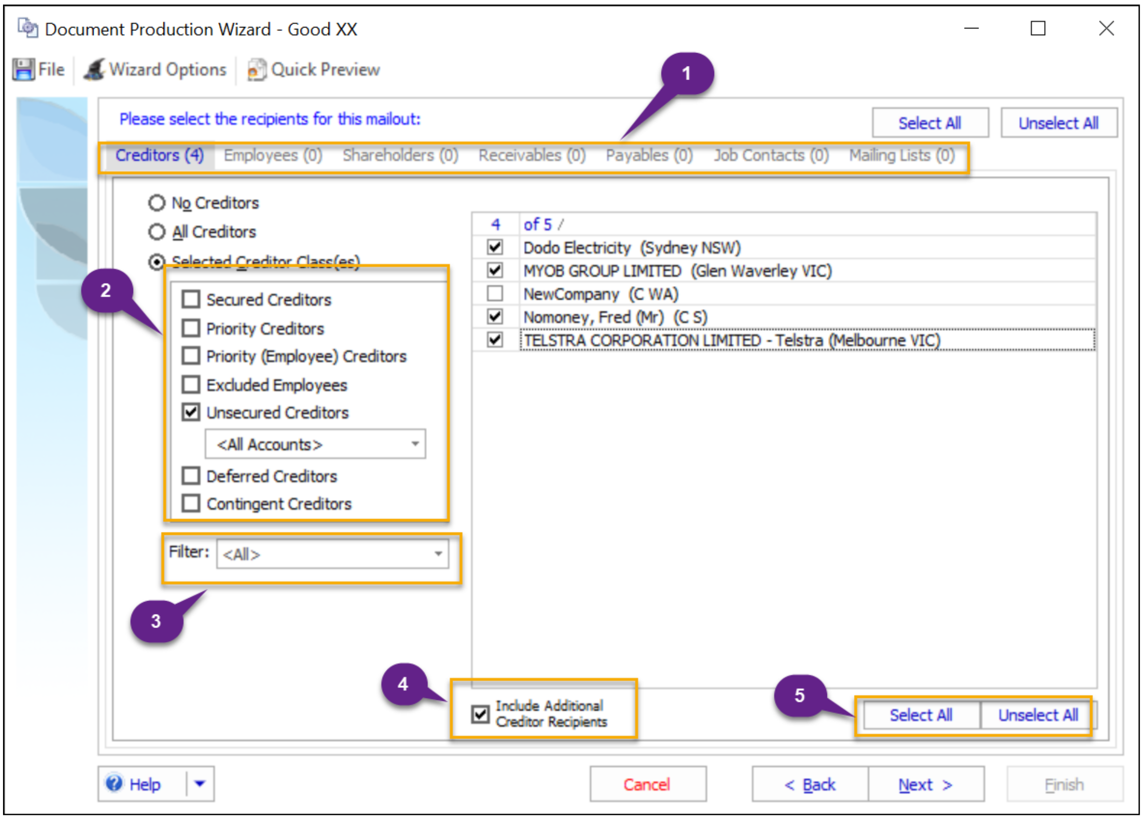
Assets

An Assets Precedent Template prompts for selection of creditors which hold specific charges over assets.

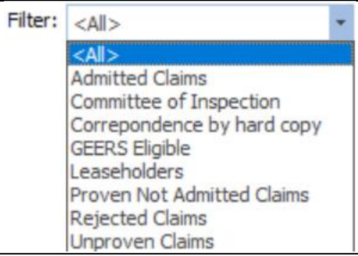
Note: To create a new template which preserves or replicates the same specific merge operation of an existing template, you will need to create a new template based on an existing template.
E.g. A notice to secured creditors can be set so the default recipients are the secured creditors on that appointment.
Specific Operations may be configured using the Document Template Options.

Document Merge Options

Document Merge Option determine the recipients for the Precedent Template. Most Precedent Templates prompt the user to select Merge Options, which are explained below:



Document Options	Comments
(1)	You can select other tabs here to add recipients
(2)	These are the categories of the table (e.g.: creditors). You can select more than one if applicable.
(3)	You may filter different type of creditors with the respective types of claim:

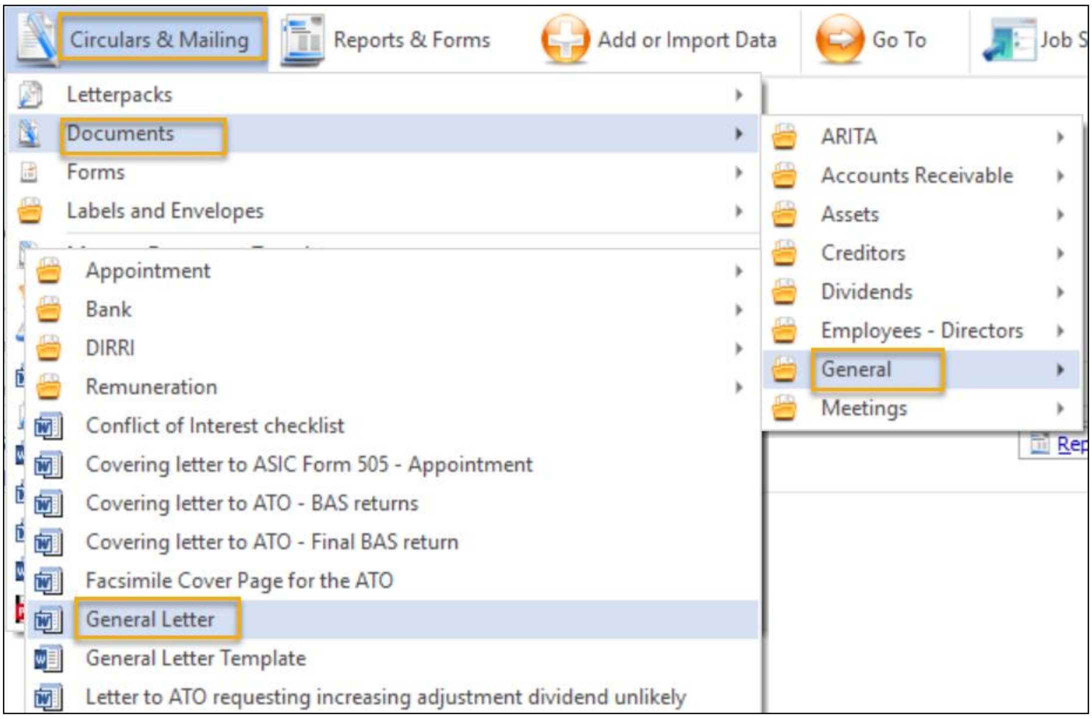
Document Options	Comments
	
(4)	Checking this adds any additional recipients as set up in the counterparties record.
(5)	You can use these buttons to select the recipients, or just uncheck the tick-boxes.

Producing Documents

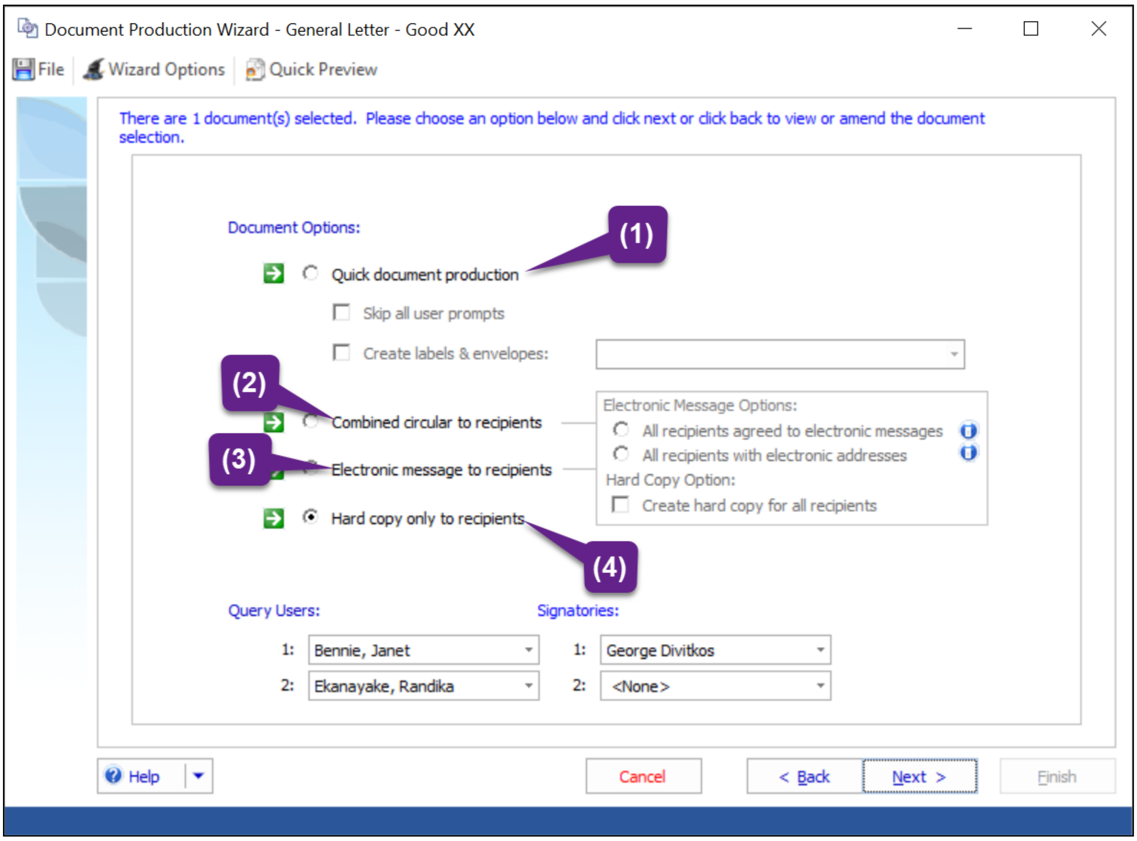
Generally, to produce documents, you need to select the required letter from the Circulars & Mailing option in the standard toolbar.

Example on how to produce a document

1. Select click on **Circulars & Mailing** → Documents → General → General Letter



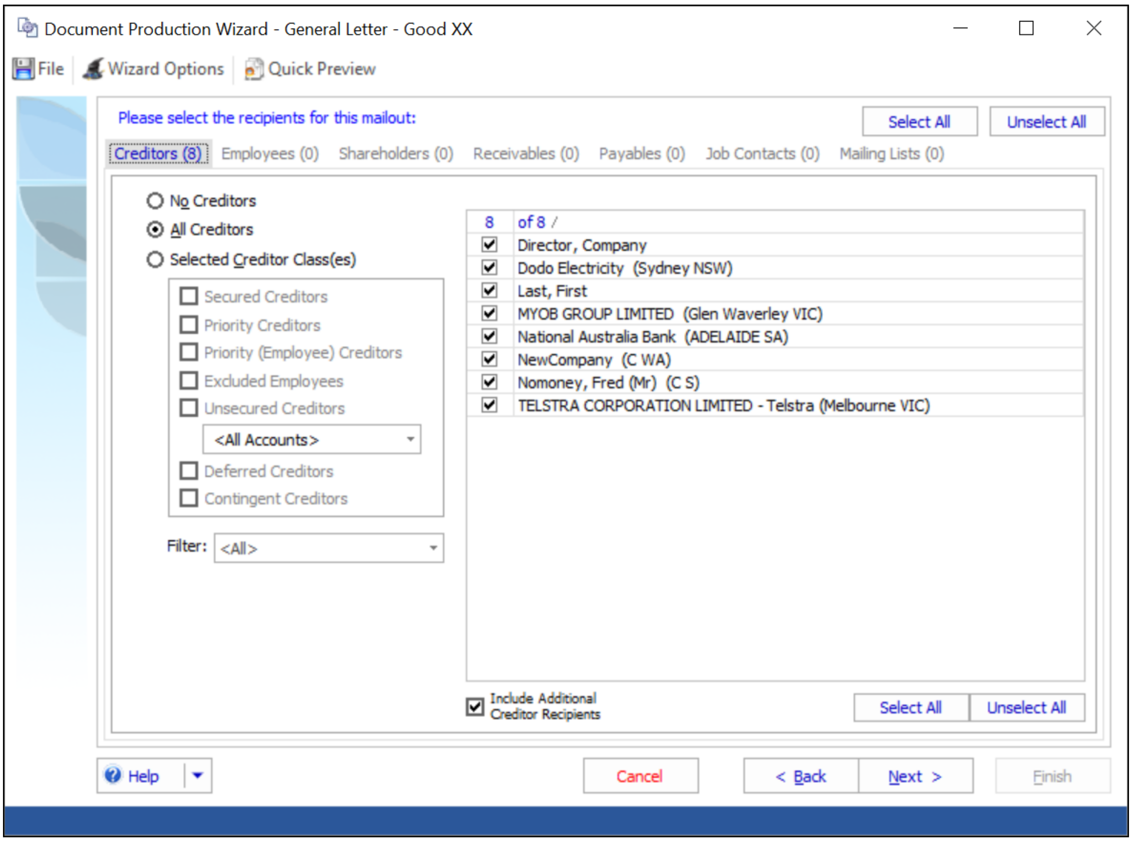
2. Next, the Document Options window will appear as follows. You may select the four (4) different types of document production options as follows



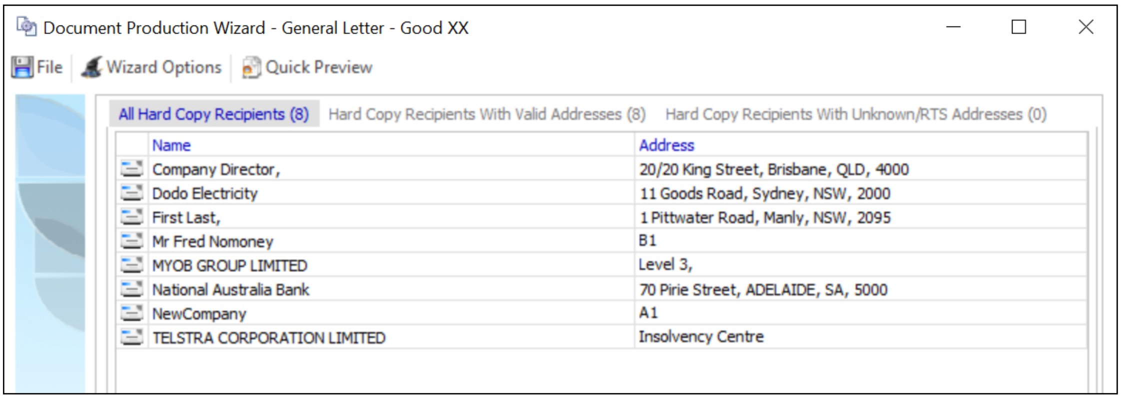
Document Options	Comments
(1)	Ignores merge fields so document is addressed as 'To the Recipient as Addressed'.
(2)	Combines electronic and hard copy preferred creditors. Creditors with an email address will receive by email (based on the sub menu selection) and hard copy preferred will get an addressed hard copy.
(3)	Will only produce a document for recipients with an email address. Again using the sub menu, you can filter for all or agreed electronic messages. Selecting Create a hard copy from the sub menu will only create a hard copy for the electronic recipients in the list.
(4)	This option will produce a hard copy for all recipients, including those that have agreed to receive electronically.

Note: You may ignore all user prompts ad click on the Quick Preview button (located at the top of the Document Production Wizard) at any stage to produce the document.

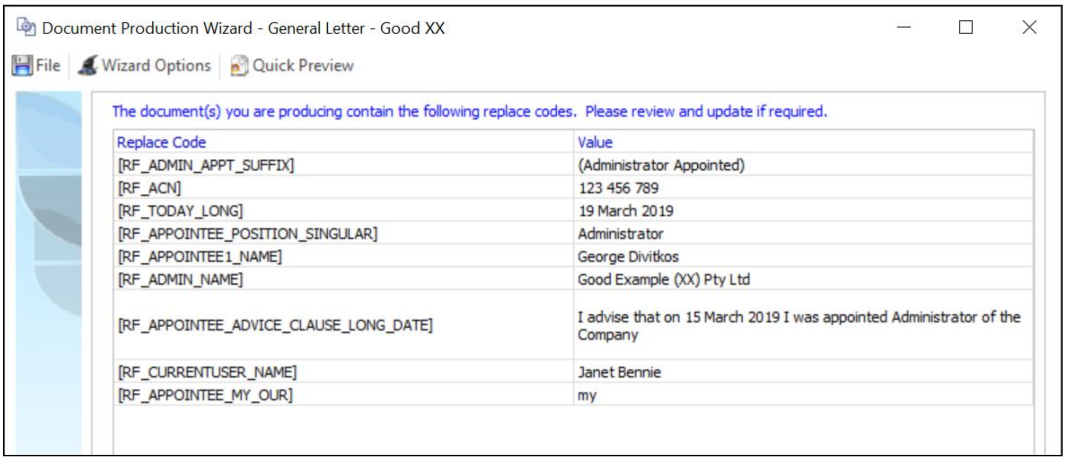
3. For this example, Hard copy only to recipients is selected and the system will prompt user to select type of recipients (i.e. merge fields). Click on **All Creditors**. You will see all the creditors selected on the right-hand side. Then click Next.



4. The next screen will confirm names and addresses included in the mailing list. Then click Next.

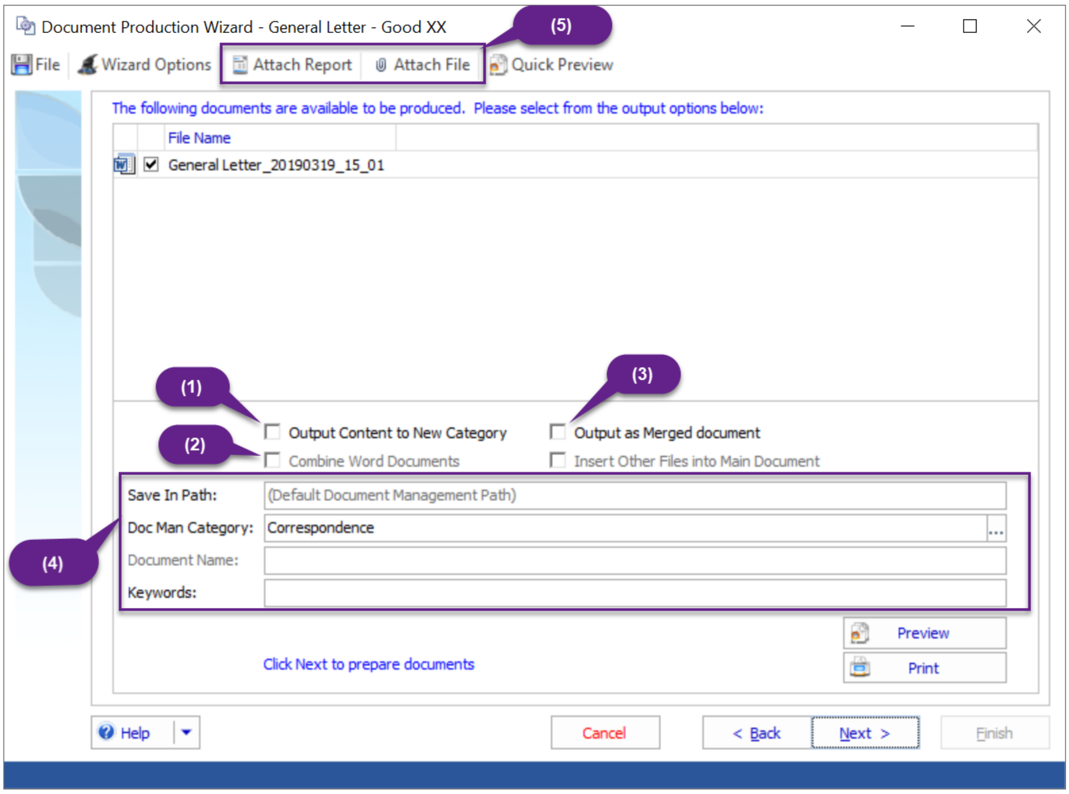


5. In the next screen, a list of the replace codes associated with this document is displayed as follows. Then Click Next.



Note: You may review and update the value of the replace codes by double clicking in the value column.

6. The Output options will appear as follow. Click Next once you ready.



Document Options	Comments
(1)	Output Content to New Category creates a folder within the Main Category where all the documents are to be saved. In the example above, the New Category is 'Correspondence'.
(2)	Combine Word Documents cannot be used where multiple documents have multiple data sources, even if they are the same data source. What can be combine are: • One main document can be combined with other documents that don't have a data source. • Multiple documents that have a single recipient data source • Multiple documents with no data sources.
(3)	When creating a merge document by using the merge option in the document production wizard 'Output as Merged Document', two files are created: • The document based on the document template • A data source The data source is saved in the job folder "\\JobDocFolder\Datasources\"
(4)	This is the name of the file path where the document is saved at. You may edit the Category where the document is saved by clicking on the ellipses and selecting a new category. You may enter keywords for this document for ease of searching.
(5)	You may add a report or attach a file/document to the output of a document. This report will be automatically created and attached to any messages prepared for sending to creditors or other counterparties. You will be prompted for any report filters that are run as part of the report production.

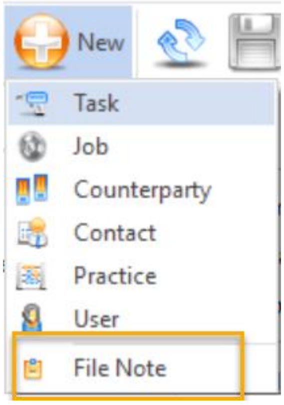
7. If you have enabled electronic document authorisation, you will be prompted to send an email to the selected individual(s) who has the appropriate security role to authorise a document. Otherwise, you may skip this prompt by clicking Next

8. Click Finish to complete the Document Production Wizard. The documents produced in the Wizard have been saved in Document Management folder specified in (4).

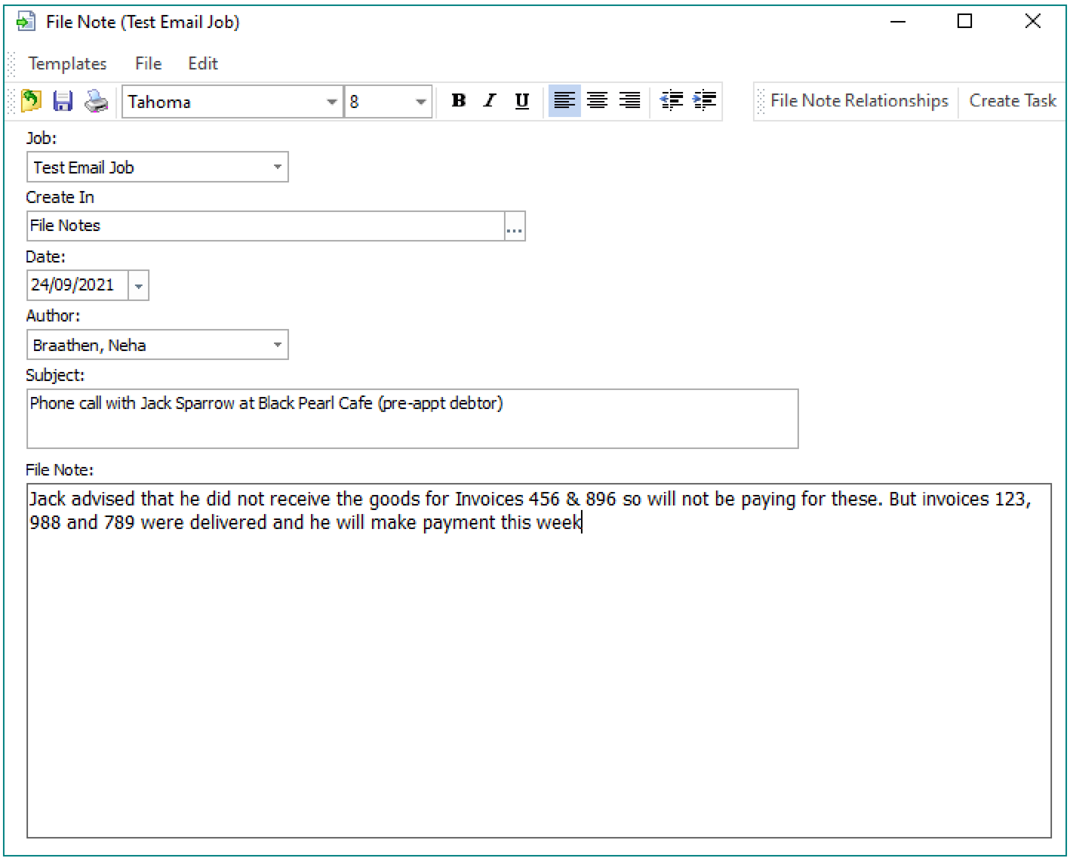
Creating File Notes

Quite often you will need to make file notes when dealing with Creditors or on the Job in general. File notes are used to record a conversation, a meeting or to record observations about the Job.

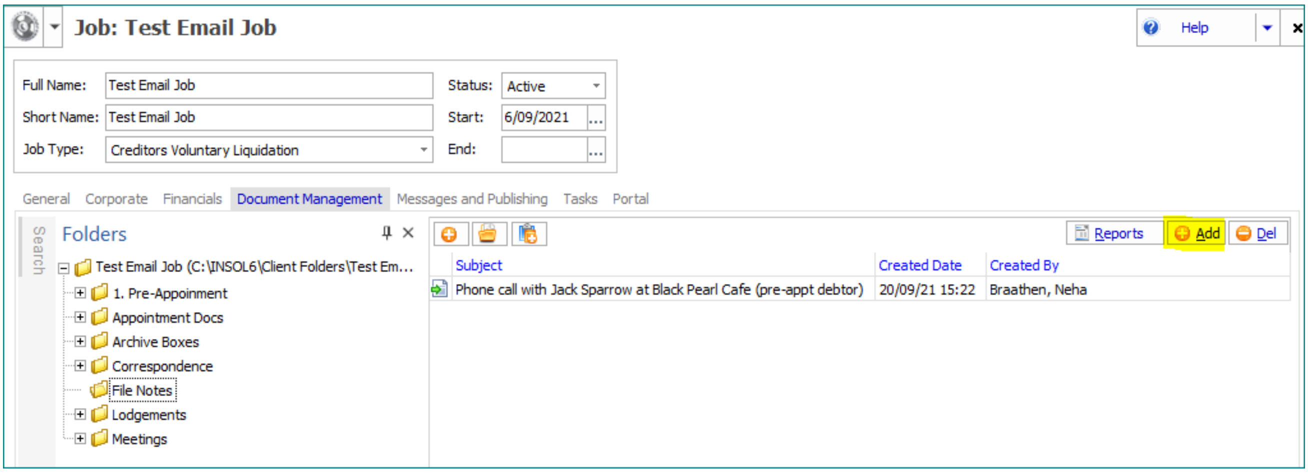
1. To add a File Note, click on **Tasks** from the **Main Menu**.



2. Fill in the File note as shown in the example below then click File -> Save (or the icon)and exit out of the window.



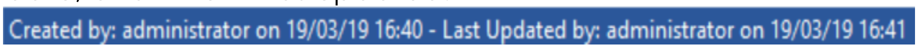
3. You should now see the File Note in your File Notes folder under the Document Managements tab:



Note: You can also add a file note from the File Notes folder but clicking on the Add button as highlighted above.

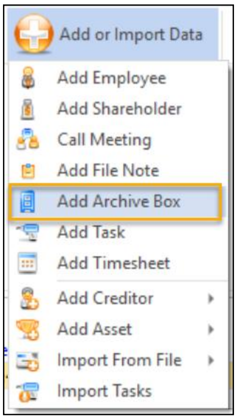
4. To update the File Note, reopen the File Note by double clicking the file name and update.

Note: If you update a File Note, as opposed to creating a new one, it will record the user, date, and time it was updated.

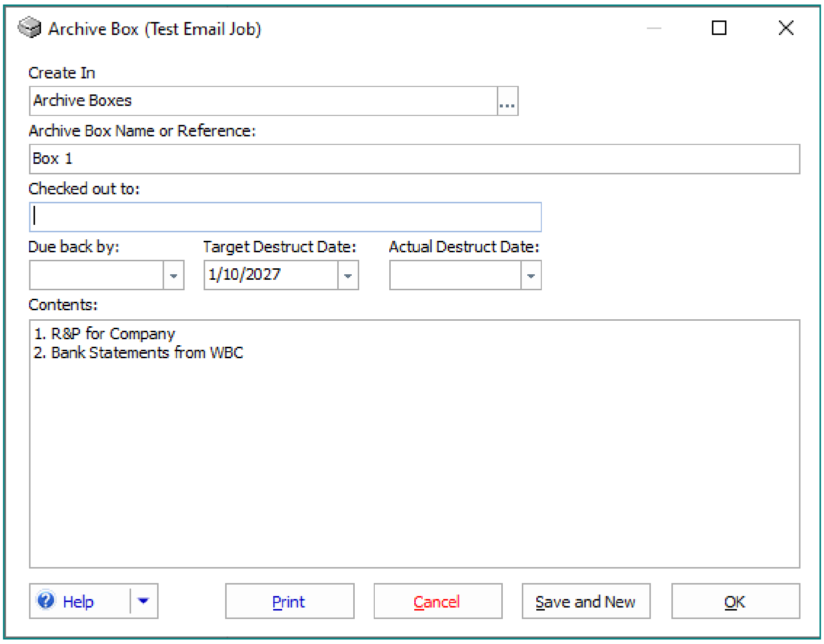


Creating Archive Boxes & Archive Box Listing

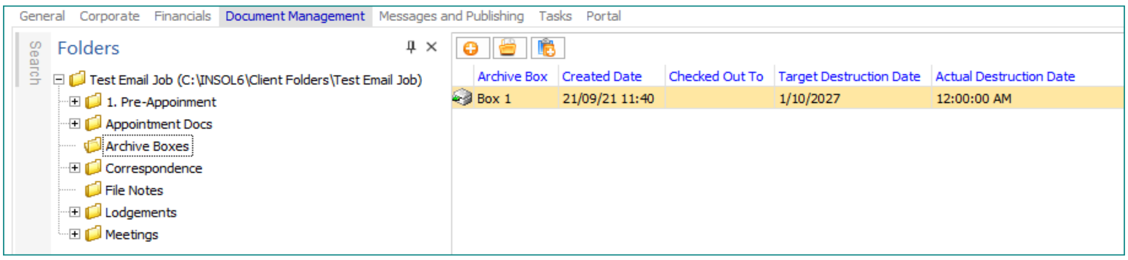
1. From the **Add or Import Data** menu select **Add Archive Box**:



2. Once the Archive Box window appears, fill out the required info, then click ok.

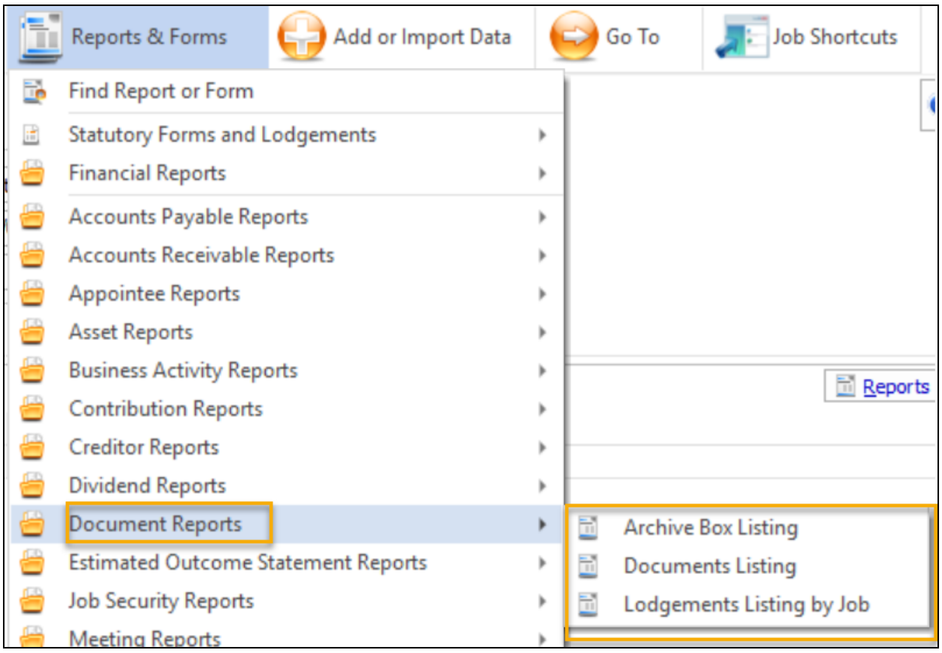


3. To review the newly created Archive Box, go to the Document Management Tab:



To create an Archive Box listing

1. Go to Reports and Forms -> Document Reports -> Archive Box Listing:



Note: You can run the Archive Listing Report for all jobs via Practice -> Reports -> Archive Box Listing