



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:

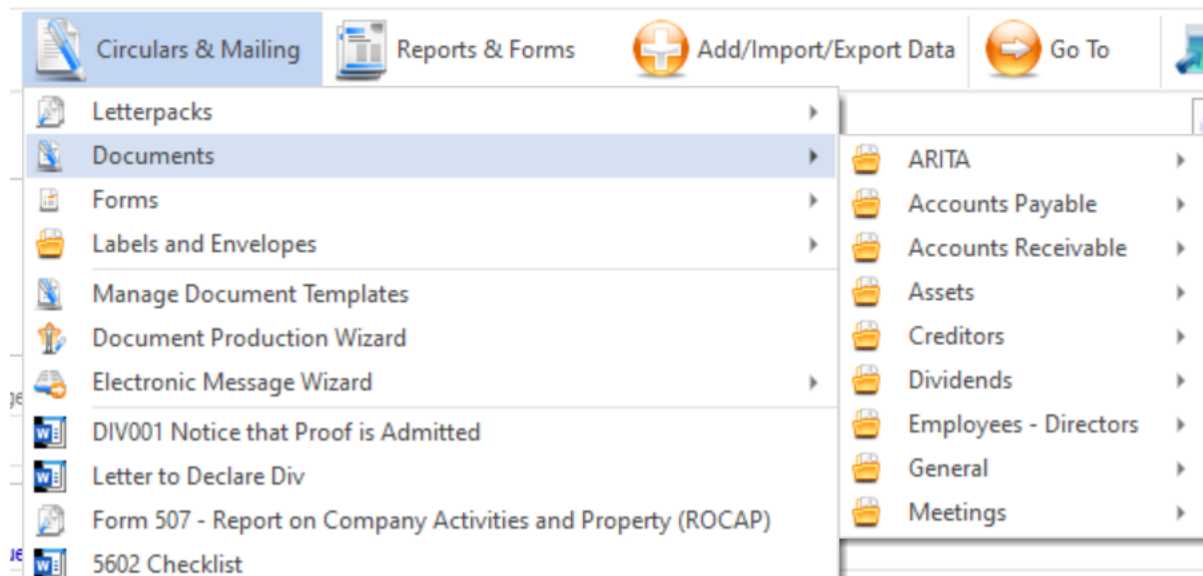
- The system generates a **merge data source** (a list of recipients based on the user's selection)
- The MS Word template is opened
- The system uses the MS Word "find and replace" function to find **Replace Codes** in the MS Template and replace these fields with values relevant for the current job.
- 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 <b>Corporate</b> > <b>Corporate Info</b>
[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:

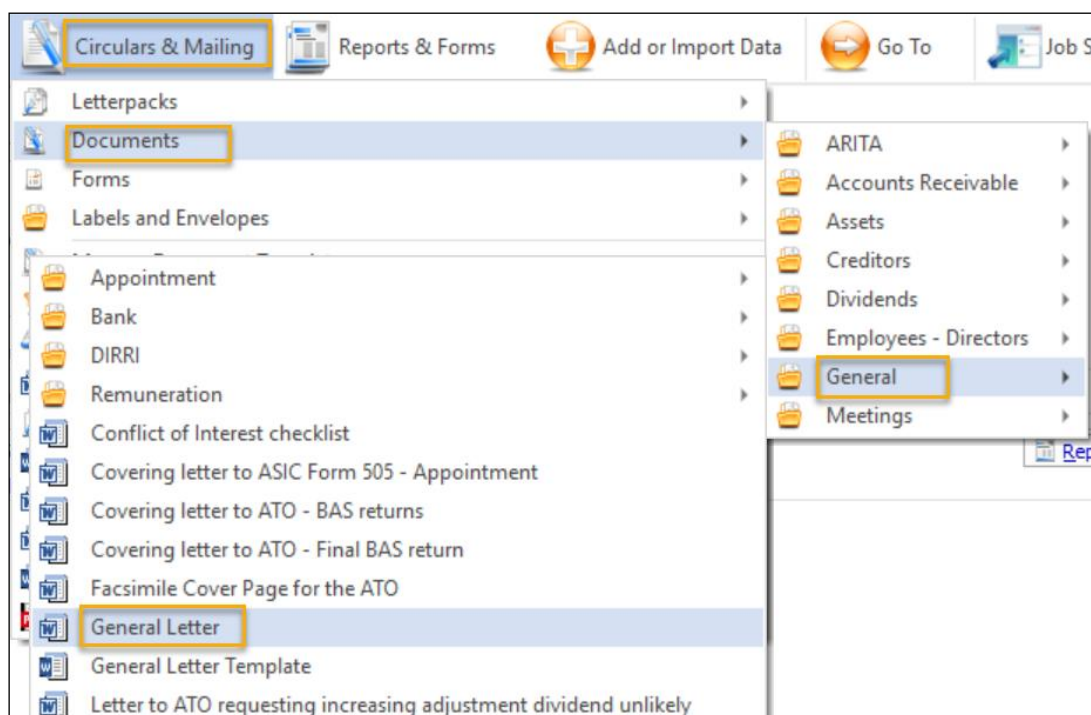
Document Options	Comments
	Filter: <All> <ul style="list-style-type: none"> <li>&lt;All&gt;</li> <li>Admitted Claims</li> <li>Committee of Inspection</li> <li>Correspondence by hard copy</li> <li>GEERS Eligible</li> <li>Leaseholders</li> <li>Proven Not Admitted Claims</li> <li>Rejected Claims</li> <li>Unproven Claims</li> </ul>
(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 Production Wizard - General Letter - Good XX

File Wizard Options Quick Preview

There are 1 document(s) selected. Please choose an option below and click next or click back to view or amend the document selection.

**Document Options:**

(1) ☐ Quick document production

☐ Skip all user prompts

☐ Create labels & envelopes:

(2) ☐ Combined circular to recipients

(3) ☒ Electronic message to recipients

(4) ☐ Hard copy only to recipients

**Electronic Message Options:**

☐ All recipients agreed to electronic messages

☐ All recipients with electronic addresses

**Hard Copy Option:**

☐ Create hard copy for all recipients

**Query Users:**

1:

2:

**Signatories:**

1:

2:

Help Cancel < Back Next > Finish

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 and click on the Quick Preview button (located at the top of the Document Production Wizard) at any stage to produce the document.

- 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.

Document Production Wizard - General Letter - Good XX

File Wizard Options Quick Preview

Please select the recipients for this mailout:

Creditors (8) Employees (0) Shareholders (0) Receivables (0) Payables (0) Job Contacts (0) Mailing Lists (0)

☐ No Creditors  
☒ All Creditors  
☐ Selected Creditor Class(es)

☐ Secured Creditors  
☐ Priority Creditors  
☐ Priority (Employee) Creditors  
☐ Excluded Employees  
☐ Unsecured Creditors  
☐ Deferred Creditors  
☐ Contingent Creditors

Filter: <All>

8 of 8 /

<input checked="" type="checkbox"/>	Director, Company
<input checked="" type="checkbox"/>	Dodo Electricity (Sydney NSW)
<input checked="" type="checkbox"/>	Last, First
<input checked="" type="checkbox"/>	MYOB GROUP LIMITED (Glen Waverley VIC)
<input checked="" type="checkbox"/>	National Australia Bank (ADELAIDE SA)
<input checked="" type="checkbox"/>	NewCompany (C WA)
<input checked="" type="checkbox"/>	Nomoney, Fred (Mr) (C S)
<input checked="" type="checkbox"/>	TELSTRA CORPORATION LIMITED - Telstra (Melbourne VIC)

☒ Include Additional Creditor Recipients

Help Cancel < Back Next > Finish

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

Document Production Wizard - General Letter - Good XX

File Wizard Options Quick Preview

All Hard Copy Recipients (8) Hard Copy Recipients With Valid Addresses (8) Hard Copy Recipients With Unknown/RTS Addresses (0)

Name	Address
Company Director,	20/20 King Street, Brisbane, QLD, 4000
Dodo Electricity	11 Goods Road, Sydney, NSW, 2000
First Last,	1 Pittwater Road, Manly, NSW, 2095
Mr Fred Nomoney	B1
MYOB GROUP LIMITED	Level 3,
National Australia Bank	70 Pirie Street, ADELAIDE, SA, 5000
NewCompany	A1
TELSTRA CORPORATION LIMITED	Insolvency Centre



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

Document Production Wizard - General Letter - Good XX

File Wizard Options Quick Preview

The document(s) you are producing contain the following replace codes. Please review and update if required.

Replace Code	Value
[RF_ADMIN_APPT_SUFFIX]	(Administrator Appointed)
[RF_ACN]	123 456 789
[RF_TODAY_LONG]	19 March 2019
[RF_APPOINTEE_POSITION_SINGULAR]	Administrator
[RF_APPOINTEE1_NAME]	George Divitkos
[RF_ADMIN_NAME]	Good Example (XX) Pty Ltd
[RF_APPOINTEE_ADVICE_CLAUSE_LONG_DATE]	I advise that on 15 March 2019 I was appointed Administrator of the Company
[RF_CURRENTUSER_NAME]	Janet Bennie
[RF_APPOINTEE_MY_OUR]	my

**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 Production Wizard - General Letter - Good XX

File Wizard Options Attach Report Attach File Quick Preview

The following documents are available to be produced. Please select from the output options below:

File Name
<input checked="" type="checkbox"/> General Letter_20190319_15_01

(1) ☐ Output Content to New Category

(2) ☐ Combine Word Documents

(3) ☐ Output as Merged document

☐ Insert Other Files into Main Document

(4) Save In Path: (Default Document Management Path)

Doc Man Category: Correspondence

Document Name:

Keywords:

Click Next to prepare documents

Preview Print

Help Cancel < Back Next > Finish

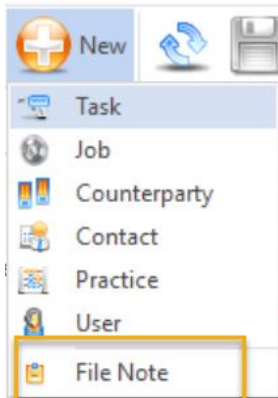
Document Options	Comments
(1)	Output Content to New Category creates a folder within the Main Category where all the documents are to be saved. In the example above, the New Category is 'Correspondence'.
(2)	Combine Word Documents cannot be used where multiple documents have multiple data sources, even if they are the same data source. What can be combine are: <ul style="list-style-type: none"> <li>• One main document can be combined with other documents that don't have a data source.</li> <li>• Multiple documents that have a single recipient data source</li> <li>• Multiple documents with no data sources.</li> </ul>
(3)	When creating a merge document by using the merge option in the document production wizard 'Output as Merged Document', two files are created: <ul style="list-style-type: none"> <li>• The document based on the document template</li> <li>• A data source</li> </ul> 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.

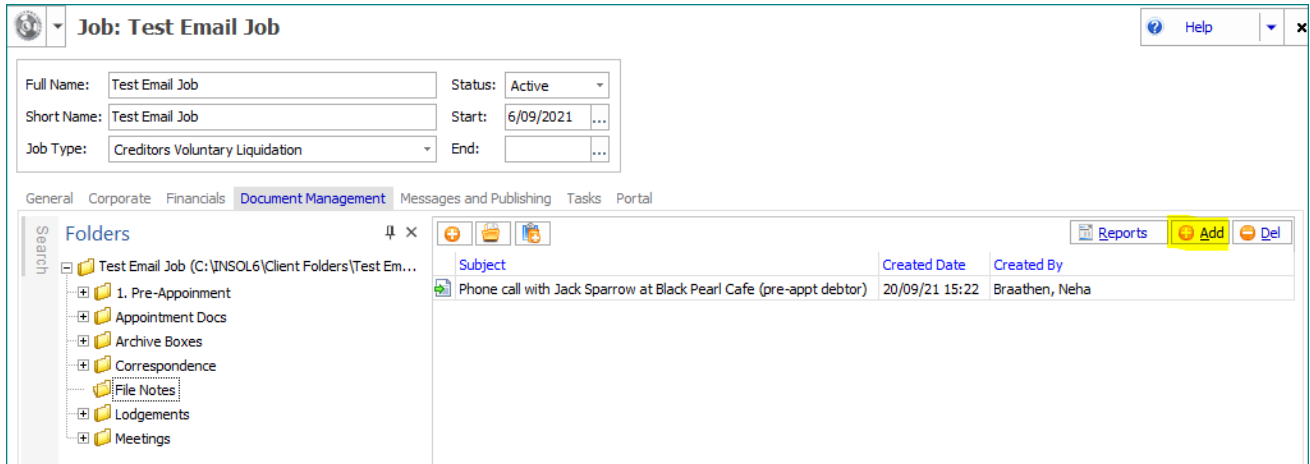
1. To add a File Note, click on **Tasks** from the **Main Menu**.



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.

A screenshot of a 'File Note (Test Email Job)' window. The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a menu bar with 'Templates', 'File', and 'Edit'. A toolbar contains icons for file operations and a dropdown menu set to 'Tahoma' with a font size of '8'. To the right of the toolbar are buttons for 'File Note Relationships' and 'Create Task'. The form fields are as follows: 'Job:' with a dropdown menu showing 'Test Email Job'; 'Create In' with a dropdown menu showing 'File Notes' and a three-dot menu icon; 'Date:' with a date picker showing '24/09/2021'; 'Author:' with a dropdown menu showing 'Braathen, Neha'; 'Subject:' with a text box containing 'Phone call with Jack Sparrow at Black Pearl Cafe (pre-appt debtor)'; and 'File Note:' with a large text area containing the text: 'Jack advised that he did not receive the goods for Invoices 456 & 896 so will not be paying for these. But invoices 123, 988 and 789 were delivered and he will make payment this week'.

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



Subject	Created Date	Created By
Phone call with Jack Sparrow at Black Pearl Cafe (pre-appt debtor)	20/09/21 15:22	Braathen, Neha

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

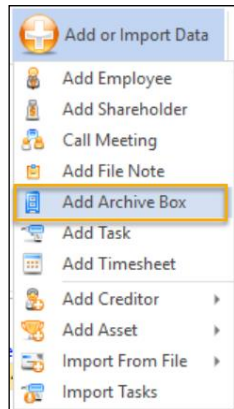
- To update the File Note, reopen the File Note by double clicking the file name and update.

**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.

Created by: administrator on 19/03/19 16:40 - Last Updated by: administrator on 19/03/19 16:41

# 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.

A screenshot of the 'Archive Box (Test Email Job)' window. The window has a title bar with a close button. Inside, there are several fields and sections:

- Create In:** A dropdown menu showing 'Archive Boxes'.
- Archive Box Name or Reference:** A text field containing 'Box 1'.
- Checked out to:** An empty text field.
- Due back by:** A dropdown menu.
- Target Destruct Date:** A date field showing '1/10/2027'.
- Actual Destruct Date:** A dropdown menu.
- Contents:** A list box containing two items: '1. R&P for Company' and '2. Bank Statements from WBC'.
- Buttons:** At the bottom, there are buttons for 'Help', 'Print', 'Cancel', 'Save and New', and 'OK'.

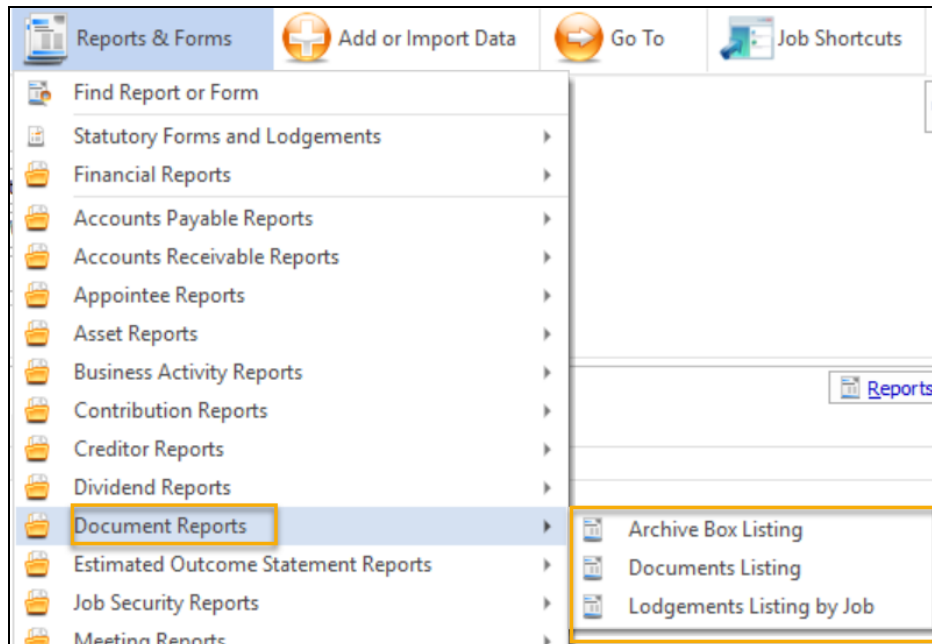
3. To review the newly created Archive Box, go to the Document Management Tab:

A screenshot of the 'Document Management' tab in the application. The left pane shows a tree view of folders, including 'Test Email Job (C:\INSOL6\Client Folders\Test Email Job)', '1. Pre-Appointment', 'Appointment Docs', 'Archive Boxes', 'Correspondence', 'File Notes', 'Lodgements', and 'Meetings'. The right pane shows a table of archive boxes.

Archive Box	Created Date	Checked Out To	Target Destruction Date	Actual Destruction Date
Box 1	21/09/21 11:40		1/10/2027	12:00:00 AM

## 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

