*Collect

Upgrade Notes

Post-upgrade: To make new or changed menu options or toolbar buttons available to your system, reset your toolbar. Select Settings | Customize Toolbar; then click **Reset** and **Close**.

Enhancements

This *Collect upgrade provides the following enhancements:

General

- Payment plans may now be set up and maintained through Maintenance | Payment Plan. Creating a payment plan includes the generation of payment plan activities, which are then associated with Initial Terms and Monthly Reminder letters. Overdue letters are also available. Activities are automatically marked done through *AutoCollect as receipts satisfy the payment requirements.
- Users may now attach documents, such as scanned checks, invoices, or URLs to activities.
- An Aging Snapshot has been added to the Summary tab. If the newly added **Show A/R aging summary when account is retrieved** option on the General tab of *Collect options (Settings | Options) is checked, the aging displays as soon as an account is entered. This may cause a slight delay in the load process. If this option is not checked, users can manually display the aging by clicking the button. Also, the aging is retrieved automatically after the user navigates to the Billing History tab.
- Users may now print or e-mail activity lists by actor, recipient, billing attorney, collection manager, contact, or activity code. These activity lists are built in *Notices and are generated through the To Do list or *AutoCollect.
- A **Client** filter has been added to all tabs of *Registers, allowing users to filter on a single client or multiple clients.
- A Most Recently Used (MRU) list has been added to the toolbar and the File menu (Recent Accounts). Clicking the MRU List button ( ) displays the last account opened.
- By checking the newly added **Flash Notes tab when opening account containing an Account Level Note or Doubtful Note** option on the Appearance tab of *Collect Options (Settings | Options), users are now reminded to check the Notes tab for pertinent information.
- A **Show matter name in matter column on the Bill History and Pay/Adj tabs** option has been added to the Appearance tab of *Collect Options (Settings | Options).
- When completing a matter name lookup, the client name now displays in addition to the client ID in the Matter Name Lookup window.

- **Foreign only** and **Domestic only** currency selections are now available in *Collect Registers. Results display in dollars.

Account Navigator

- Users may now enter a balance range as opposed to the just a minimum balance cutoff. To accommodate the expanded functionality, the **where the invoices are <X> to <X> days old** field label has been changed to **Days range: <X> to <X> days old** and the **sum of the balances is <X> or more** has been changed to **Balances range: <X> to <X>**.
- Detail pane columns may now be sorted by name or ID. To sort by ID, right click on the column name as usual. To sort by name, left-click on the column name. Keep in mind that right-clicking on the column header for columns that do not include both an ID and name continues to display the "Show/Hide Columns" option.
- When unchecked, the newly added **From detail pane, copy hidden columns** option on the Actions tab of *Navigator options (Settings | Options) ensures that only the data from the visible columns in the detail pane are copied to the Clipboard.
- **Foreign only** and **Domestic only** currency selections are now available. Results display in dollars.
- To expedite the retrieval of foreign currency information, separate cached data files (*.nld) for each foreign currency selection are now stored. This is in addition to the cached data files that have historically been stored for the standard views.

***Notices**

- Notices may now be run by billing attorney, master client, and collection manager.
- A newly added Attach tab in the Field Properties window (Format | Fields) now enables users to print or send an external attachment(s), such as a copy of an invoice, cover letter, remittance, etc. as part of a notice.
- The E-Mail Setup tab of *Notices Options (Settings | Options) now includes a **Signature File** option, enabling users to identify the location of a signature they would like to include on designated notices. Supported file extensions include .doc, .txt, .rtf, .cdoc, .htm, .html, and .txw. When this option is used, users can insert the newly added #Signature field at the location in a script where they would like the signature inserted.
- When checked, the newly added **Include only invoices with payments/adjustments dated from <X> to <X> days ago** check box on the A/R Statement tab of Field Properties (Format | Fields) enables users to include a limited payment and adjustment history in a notice.
- When summarizing a statement, the newly added **Text for non-monetary mixed columns** property on the A/R Statement tab of Field Properties (Format | Fields) enables users to indicate the preferred text for this condition.
- To ensure that Original Billed totals accurately reflect the billed amounts of all matter invoice records associated with a multi-matter invoice, the **Include zero-balance matter/invoices on multi-matter invoices having non-zero aggregate balances** has been added to the A/R Statement tab of Field Properties.
- Support for multiplication and division functions has been added to *Notices Calculate capabilities (Calculate tab of Field Properties).

- The Other tab of Field Properties (Format | Fields) now offers three properties to provide additional flexibility when defining how to handle unexpected values:

  If the merged value is blank, print

  If the merged value is zero, print

  If the merged value is non-zero, print.

- When selected, the newly added **Hide decimals** property on the Money tab of the Field Properties window (Format | Fields) causes amounts to be rounded to the nearest dollar.
- New **LastNoticeDate** and **LastStmtDate** fields are available to display the date of the last notice and statement for an account. New **InvoiceUpdatePer** and **St-InvPer** fields are available to display the invoice update period.
- Three additional templates have been added to support payment plan letters: ActivityList-ppInitial (Initial Terms letter), ActivityList-ppOverdue (Overdue letter), and ActivityList-ppReminder (Monthly Reminder letter). New script samples include PaymentPlanTest.cdoc, MissingPayment.cdoc, MonthlyReminder.cdoc, InitialTerms.cdoc (C:\Program Files\sa\ Collect\Samples).
- Several additional fields have been added to support payment plan letters:

ppStartDate	Payment plan start date
ppAmount	Total amount of all scheduled payments, paid or unpaid, under the payment plan
ppAmtPaid	Total amount actually paid so far under the payment plan
ppAmtBal	Total balance yet to be paid for payments not marked done; all payments marked done, whether automatically or manually, are considered paid
ppPmtApplMethod	Method by which cash receipts are applied to payments: "exact payment" or "cumulative"
ppComplDate	Date payment plan was marked completed
ppCompleted	Number indicating whether the payment plan is completed (1 = completed; 0 = not completed)
ppID	Database ID of the current payment plan for the account; 0 if there is no current plan
ppFirstPmtDate	Due date of first payment
ppFirstPmtAmt	Scheduled amount of first payment
ppFirstPmtBalDue	Balance due of first payment (always 0.00 if marked done)
ppLastPmtDate	Due date of last payment
ppLastPmtAmt	Schedule amount of last payment
ppLastPmtBalDue	Balance due of last payment (always 0.00 if marked done)
ppNumPmts	Total number of scheduled payments under the payment plan, paid or unpaid
ppNumUnpaidPmts	Total number of remaining unpaid payments, whether overdue or not; all payments marked done, whether automatically or manually, are not included

ppNumOverduePmts	Total number of overdue payments not marked done
ppFrequency	Frequency of payments ("monthly","weekly", etc.)
ppNextUnpaidPmtDt	Due date of next unpaid, non-overdue payment not marked done
ppNextUnpaidPmtAmt	Amount of next unpaid, non-overdue payment not marked done
ppNextUnpaidPmtBalDu	Balance due of next unpaid, non-overdue payment not marked done
ppAvgPmtAmt	Average amount of payments (total amount/payment count)
ppOvrduePmtAmt	Total of amount of overdue payments not marked done (total of the original scheduled amounts, not the balance due)
ppOvrduePmtBalDue	Total balance due of overdue payments not marked done
ppFirstOvrduePmtDate	Date of the earliest payment that is overdue and not marked done
ppFirstOvrduePmtAmt	Amount of the earliest payment that is overdue and not marked done
ppFirstOvrduePmtBalDue	Balance due of the earliest payment that is overdue and not marked done

Be aware that the Payment Plan scripts rely heavily on the newly added Activity List functionality.

- An Activities tab has been added to the Field Properties window (Format | Fields) to support the new Activity List functionality. Because activity lists and statements are similar in design and function, its fields are highly similar to those on the Statements tab.
- Several additional fields have been added to support activity lists:

Multi-Valued Fields

AI-Seq	Database sequence number for the activity on the current row
AI-DueDate	Due date for the activity on the current row
AI-DoneFlag	A number indicating whether the activity has been marked done (1 = done; 0 = not done)
AI-DoneDate	Done date for the activity on the current row
AI-Amount	The amount associated with the activity on the current row. For payment plan items, this is the scheduled payment amount. For "doubtful" items, this is the doubtful amount. All other items will have an amount of zero.
AI-AmtPaid	Amount paid on a payment plan payment activity (applies only to payment plan activities)
AI-BalDue	Balance due on a payment plan payment activity. Applies only to payment plan activities. If an activity has been marked done, either automatically or manually, the balance due will have a value of zero.
AI-ActorType	Actor type for the activity on the current row
AI-ActorID	Actor ID for the activity on the current row
AI-ActorName	Actor name for the activity on the current row
AI-RecipType	Recipient type for the activity on the current row

AI-RecipID	Recipient ID for the activity on the current row
AI-RecipName	Recipient name for the activity on the current row
AI-Notes	Notes for the activity on the current row
AI-ActCode	Activity code for the activity on the current row
AI-ActCodeDesc	Activity code description for the activity on the current row
AI-BillAttyID	Billing attorney ID for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-BillAttyName	Billing attorney full name for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-ClientID	Client ID for the activity on the current row. If this appears in activity list associated with an account, this value will be the same for each row.
AI-ClientName	Client full name for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-MatterID	Matter ID for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-MatterName	Matter name for the activity on the current row. If this appears in activity list associated with an account, this value will be the same for each row.
AI-InvNo	Invoice number for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-AcctDesc	Account description for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-CollMgrID	Collection Manager ID for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-CollMgrName	Collection Manager full name for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-ContactID	Contact ID for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-ContactName	Contact full name for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-CurrCode	Currency ISO code for the activity on the current row. If this appears in an activity list associated with an account, this value will be the same for each row.
AI-PlanID	Database ID of the activity's payment plan, if the activity is associated with a payment plan.

AI-TodoAction	If the activity list is generated from the To-Do list using the to-do selection parameters, this field will contain a description of the action that caused the notification to occur, e.g., "Activity is due as of mm/dd/yyyy", "Activity was marked done on mm/dd/yyyy", "Activity was entered on mm/dd/yyyy", etc.
Single-Valued Fields	
AI-TotAmt	The total amount for the activities in the list when not on a subtotal line or the subtotal on a subtotal line. For payment plan items, this is the total scheduled payment amount. For "doubtful" items, this is the total doubtful amount. All other items will have an amount of zero.
AI-TotPaid	The total amount paid for the activities in the list when not on a subtotal line or the subtotal on a subtotal line. Applies only to payment plan activities.
AI-TotBalDue	The total balance due for the activities in the list when not on a subtotal line or the subtotal on a subtotal line. Applies only to payment plan activities.
AI-TotActCount	The total activity count for the activities in the list, no matter where it appears in the activity list.

***AutoCollect**

- A Payment Plans action item and tab have been added to support the allocation of cash receipts to payment plan activities and the generation of bulk Overdue and Monthly Reminder letters.
- An **Exclude accounts having an active payment plan** check box has been added to the Notices and Statements tabs.
- Users may now enter a balance range in the Selection Criteria section of the Actions tab as opposed to the just a minimum balance cutoff. To accommodate the expanded functionality, the **where the invoices are <X> to <X> days old** field label has been changed to **Days range: <X> to <X> days old** and the **sum of the balances is <X> or more** has been changed to **Balances range: <X> to <X>**.
- A **Combine Activities** button has been added to the "Due" Items tab to support the generation of bulk activity lists.
- A **Generate notice/statement only if more than <X> days have elapsed since account's last notice (existing accounts only)** check box has been added to the Notices and Statement tabs, enabling users to limit the number of notices generated for the same account within a given time period.
- A **Do not update account's last notice date** check box has been added to the Notices and Statements tab to prevent the updating of the Last Notice and Last Statement fields.
- A **Toggle Name Sort** button has been added to the Filters/Sort tab to enable the sort for entities, such as billing attorney, to be by name instead of by ID.

***Collect Defaults**

- A Payment Plan Defaults tab has been added to enable firms to maintain payment plan script preferences through defaults and minimize the setups required through *Collect (Maintenance | Payment Plan).
- *Collect Defaults settings for collection manager, action code, account type, and default activities group will now automatically default to all new accounts. This supersedes the defaults set in *Collect options. To override this value, users may either set a preferred value directly in the account or set an override at the associated level in *Collect Defaults.

***Reports**

- Additional page break options have been added to each grouping of the A/R Aging and Master Aging reports, enabling users to now break at all levels from the client level up.
- Several new report destinations have been added: Email Adobe PDF, Email HTML, Email Excel, and Email Text.
- A **Group by check no** check box has been added to the Options tab, enabling users to ensure that the specified number of payments they want included reflects the total payment per check number. If unchecked, a single check's payment may result in multiple records if it splits between fees and costs and/or if it crosses multiple matters.
- A **Fee/Disb** column has been added to the Payment History section of the reports. Values of **F**ee, **D**isbursement, and **F&D** identify the type of receipt referenced.
- **Actor** and **Recipient** columns have been added to the Activity History section of the reports to identify the name of the actor and recipient associated with the activity.
- Reports can now be scheduled to run unattended through SQL Server. If you are interested in taking advantage of this feature, please contact your support representative to discuss your needs further.

Issue Resolutions

In addition, this upgrade has resolved the following issues:

- When the user manually hides the **Doubtful** or Doubtful **Notes** columns on the Billing History tab by dragging the right column border to a width of zero, the columns will no longer display on the Account Detail report.
- The Billing Attorney sort in *AutoCollect now correctly sorts by ID or the newly available name option.