

CATS UPDATES – VERSION 3.2.0

Generally

The columns of the search grid in the main form can now be resized by dragging the column separator in the heading left or right using the mouse. (3.1.1)

P/V	Surname / Company Name	First Name(s)	Str No
V	Smithsonian Institute for the Search o	John	Unit 1
P	Transp...	William Lee	Unit 1

New Fields

{PropAddress} Returns the address of the subject property as follows;
 Lot/Unit Number
 Street number
 Street Name & type (If type of street eg Avenue is entered in the same box as the street name)
 Address 2
 Suburb & Postcode

{PropAddressFull} This is for use by those who require the full extended address details, and returns the address of the subject property as follows;
 Floor level
 Building Name
 Lot/Unit Number
 Street name
 Street type (where type of street eg Avenue is selected from the drop down list)
 Address 2
 Suburb & Postcode

{ClientSurnamesV} Gets the surnames only of all vendors, transferors etc

{ClientSurnamesP} Gets the surnames only of all purchasers, transferees etc

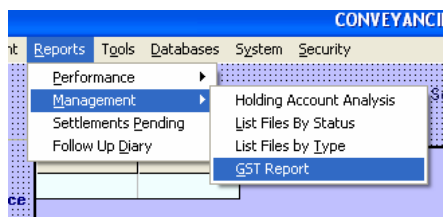
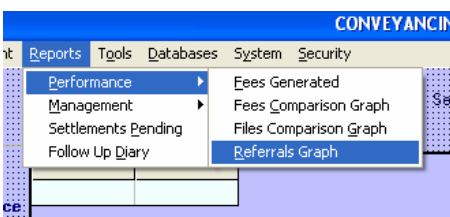
Opening screen

Party acting for now shows the correct type, e.g. if acting for the lessor it will show 'Lessor' rather than 'Vend' as before. (3.1.1)

Acting For	P/V
T/free	P
Lessor	V
Lessor	P
des: Lessor	P
des: Lessor	V
des: Purchaser	V
des: Purchaser	V
des: Purchaser	P
T/free	P
T/free	V

Reports Menu

Eight of the selections have been combined into related groups of 4 to make selection easier,



Locked Files

When attempting to open a file for editing that may already be open by another user, or just locked due to a system crash, the message will now include the name of the other (or previous person) that has/had that file open.

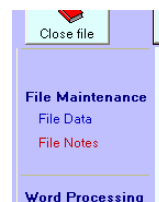


Settlement Statements

- Default cheque payees as entered in Statement Items for LTO and RevenueSA items now carry through to the statement compilation screen. (3.1.1)
- The 'right arrow keys (>)' previously used to highlight a row in the Vendor and Purchaser screens have been removed. To select a row for editing, you can now just click in the Item or Statement Item Description column. (3.1.1)
- If acting for the purchaser only, the Vendor's statement compilation screen is no longer locked. This is because many of you wanted to be able to view it as a 'Purchaser's adjustment statement'. Further, when viewing the vendor statement on screen, if a deposit has been paid, it is deducted from the amount due and the screen heading becomes 'Purchaser's Adjustment Statement' instead of 'Vendor's Statement'. (3.1.1)

File Data Screen

- Previously, if you selected the option in the *System/Customise* menu to hide the extended address fields, the Lot/Unit No box was blocked as part of that process. This has now been changed so that even if you choose to hide the extended address boxes, this one will not be affected. So **if** you want to use that field in your letters and documents, it is available and is called *{FrClientLotUnitNo}* / *{ToClientLotUnitNo}*. (3.1.1)
- Drop down box for forwarding address street type has been added (3.1.1)
- File Notes maintenance form has been separated from the File Data screen and is loaded through its own menu selection.
- New button added to copy property address into client's forwarding address.
- New fields on page 2 as detailed in the sub heading of File Notes below called Date of Finance Approval & Date Settled



Letters Screen - Emails

- Multiple documents can now be attached to an email from the Letters Screen by selecting the check box next to the document name, then right clicking on any one of the selected items and clicking the email option.
- Emails can be dragged and dropped direct from Outlook into the relevant file folder.

System/Customise – New Setup Default Options

- You can now set up a default in *System/Customise* so that the folder which will contain letters and docs for a file will be created as soon as the new file has been created. Normally, that folder is not created until the first letter or document has been saved via the Letters Screen. (3.1.1)
- A default can also be selected in System/Customise so that the Vendor tab in the Statements screen is always accessible if acting only for purchaser. (3.1.1)

Drawing Fees and Searches

You can now nominate the date to which fees are to be drawn, meaning that fees can be partially drawn if so required.

The ledger balance of the Fees or Searches holding account will appear at the bottom of the Fees Drawing screen so you can see that the amount being drawn is correct.

If an attempt is made to draw more than is available, it will be prohibited.

GST Applicable Items:	\$15,134.36	(Includes GST of \$1,375.84)
Non GST items:	\$0.00	
<hr/>		
Amount to be drawn:	\$15,134.36	(Searches ledger balance \$14,211.46)

insfer (EFT)

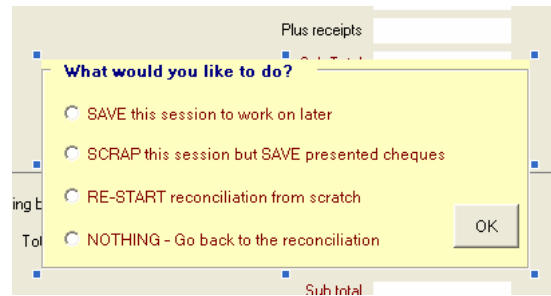
Trust Reports

1. Cheques, Receipts and EFTs issued reports now contain an option to sort the list by cheque amount. (3.1.1)
In these reports, if the option to sort by cheque amount is selected, a search facility will become visible into which you can type an amount of a cheque or receipt to find. If the amount is found, it will be displayed as the top row of the grid.
2. The Account Balances report can now be printed as at any date rather than just for the day on which it is printed. (3.1.1)
3. The Cash Book report now includes negative amounts which it did not do before. Please note that this report was originally intended as a tool to assist the reconciliation of the trust account and not as an official report.

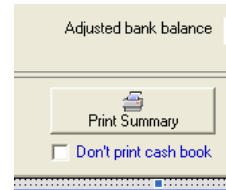
Trust Reconciliation

Further options as to how to save an unfinished reconciliation session are now available.

- The main difference is that if you are sure the cheques marked off as presented in that session are correct, they can be saved as presented so that they won't need to be marked off again if it is decided to scrap that reconciliation and start again as from a future date.



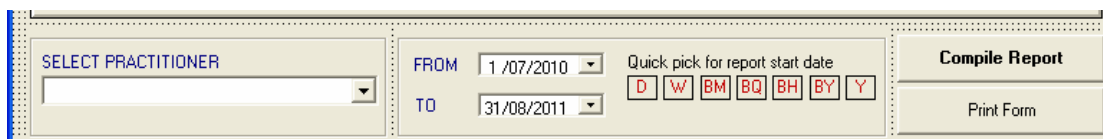
- If you don't want to print the cash book when printing a reconciliation screen, select the option under the Print Summary button



Management reports

Performance Reports

Date From and *Date To* can now be set as exact dates rather than just month and year.



A facility has been added to enable faster selection of the most common starting dates in relation to the current date. (3.1.1)

- Current date less one day (D)
- Current date less one week (W)
- Beginning of current month (BM)
- Beginning of current quarter (BQ)
- Beginning of the half calendar year (BH)
- Beginning of the calendar year (BY)
- Current date less one year (Y)

Settlements Pending Report

Now known as the Settlement Booking Diary and allows a report between two chosen dates, and can be filtered by file prefix if desired.

Clicking on a day in the top grid will display another grid below with details of the files due for settlement on that day, and showing whether or not that file has been booked.

The screen shot below displays the new format.

Settlements Pending

Select date range of report: 2 /01/2012 to 1 /02/2012

Show settlements due for... All

Show unbooked only

Re-compile List

Total settlements for the selected period: 21

Day	Date	Booked	Not Booked	Total
Tuesday	03/01/2012	0	1	1
Thursday	05/01/2012	0	3	3
Friday	06/01/2012	0	3	3
Tuesday	10/01/2012	1	0	1
Thursday	12/01/2012	0	2	2
Monday	16/01/2012	0	2	2
Friday	20/01/2012	4	2	6
Wednesday	25/01/2012	0	1	1
Friday	27/01/2012	0	1	1
Monday	30/01/2012	0	1	1

Ref	Due Date	Parties	Acting For	File Owner	File With	Booked
4029	20/01/2012	Short - Long	V	Lora Biding	J Case	Yes
4058	20/01/2012	Winters - Summers	V	Nick Hoff	S Mee	No
4059	20/01/2012	Butcher - Baker	P	Nick Hoff	L Biding	Yes
4060	20/01/2012	Driver - Walker	P	Sue Mee	S Mee	No
4064	20/01/2012	Wood - Forest	P	Nick Hoff	S Mee	Yes
4070	20/01/2012	White - Brown & Black	P	Nick Hoff	S Mee	Yes

Holding Account Analysis Report

A new report which breaks down figures in a selected holding account for all file owners (in which case each is listed and summarised separately) or for a selected file owner. An example of use would be to see if amounts spent on searches are being properly recovered.

Management Reports

Searches Holding Account

FO	File Ref	Date	Details	Gross	GST	Net Amt	F/O Net Tot
B	3989	23/12/2011	General Searches	158.95	14.45	144.50	
B	4039	23/12/2011	Title Search	21.12	1.92	19.20	
B	4039	23/12/2011	Council Search	44.00	4.00	40.00	\$1,301.65
T	4037	07/12/2011	Title Search	21.12	1.92	19.20	\$19.20
X	4020	07/12/2011	Title Search	42.24	3.84	38.40	
X	4020	07/12/2011	Title Search	42.24	3.84	38.40	
X	4019	09/12/2011	Title Search	21.12	1.92	19.20	
X	4045	15/12/2011	SA Water - Meter Reading	16.28	1.48	14.80	
X	4008	16/12/2011	General Searches	158.95	14.45	144.50	
X	4008	16/12/2011	General Searches	158.95	14.45	144.50	
X	4008	16/12/2011	SA Water - Meter Reading	16.28	1.48	14.80	
X	4012	21/12/2011	LTO Property Interest Report	273.90	24.90	249.00	
X	4012	21/12/2011	Council Search	44.00	4.00	40.00	
X	4012	21/12/2011	SA Water - Meter Reading	16.28	1.48	14.80	
X	3889	22/12/2011	Title Search	21.12	1.92	19.20	
X	3889	22/12/2011	ASIC Company Extract	18.02	1.64	16.38	
X	3889	22/12/2011	Title & Valuation Details Search	13.64	1.24	12.40	\$766.38

SELECT PRACTITIONER: All

FROM: 1/12/2011 TO: 30/12/2011

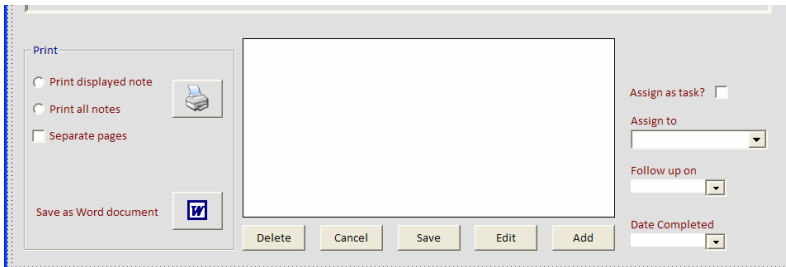
Quick pick for report start date: [D] [W] [BM] [BO] [BH] [BY] [Y]

Compile Report

Print Form

File Notes

The screen has been revamped and allows diary notes to be allocated as tasks to any staff member.



Tasks

- A file note can now be marked as a task and allocated it to a staff member to complete by a nominated date.
- When completed, the appropriate date is inserted.
- If a task is overdue, a bright red note will appear at top right of the data screen to that effect, and will also show how many tasks relating to that file are overdue.
- A list of all tasks including details and 'do by' date, can be viewed in the Reports menu and is called 'Follow Up Diary'
- When opening the File Notes screen, the first note displayed will now be the last note created rather than the first.
- A new feature to enable a file note to be saved as a Word document.

Date of Finance Approval & Date Settled

1. Fields have been added to the second page of the File Data screen to record
 - The date for approval of finance as per the contract
 - A check box to indicate finance has been approved.

If the date of finance approval is passed and the box not ticked to confirm it has been approved, a file note will automatically be created warning that it is overdue. This diary note will appear in red and will not be capable of deletion or editing. The only to remove it will be to confirm that the finance has been approved.

2. Another two cheque boxes indicate that
 - Settlement has booked and
 - Settlement has been completed

In both cases the presumed date of the settlement will be the settlement date appearing on that page, so for

No. of File Notes 2			
Date Rec'd	00/00/0000	Agent Comm \$	0.00
Contract Date	00/00/0000	Marketing \$	0.00
Sale Price \$	575,000.00	Other \$	0.00
Deposit \$	15,000.00		
Deposit Paid?	<input type="checkbox"/>		
Settlement Date	06/01/2012		
Settlement booked for the above date	<input type="checkbox"/>		
Finance to be approved by	01/12/2011	Finance approval confirmed	<input type="checkbox"/>

accuracy of reports, it will be important to ensure this date is correct at all times. If a settlement has been delayed and that date was not changed for adjustment purposes, it can be changed after settlement to reflect the correct date.

This provides opportunities for more future reports in CATS e.g.

- A listing for un-booked settlements coming up showing the lender /other party.
- Listings of how many settlements took place within a specified period.
- A settlement diary etc.

.An update will be made available as soon as these are ready.

Generally

The dark blue 'title bar' which appeared on the top of all windows selected from the left hand menu while a file is open has been removed. This allows the screen to be made larger and to look less cluttered. The detail which appeared in that title now appears in the title bar of the main screen, visible at the very top of the monitor.

The colours have been changed to give a 'lighter' feel to the application, without radically changing the layout and requiring relearning of some features. I accept that everyone's taste is different, but your feedback would be appreciated.

The first page of the File Data screen is as below. I have included it here so you know what to expect.

B4061 PURCHASER (1) **Status:** Open **Acting For:** Purchaser **No. of File Notes** 2

Purchaser's Name

Surname Person
Given Names Title Company

Addressee

Address

Building Name Floor Allot. No Unit/Lot No

Street No Name Type

Address 2

Suburb/Town State Postcode

Phone Hm Wk Mob.

Fax

Email

Dear Key Client?

Forwarding Address

Street/Lot No Street Name

Address 2 Type

Suburb/Town

State Postcode

Select Vendor

Select Purchaser

General Client Details Contract and Other Details

