Release Notes for Amicus Accounting –
Release 2006.02

RELEASE DATE: April 24, 2007

UPDATES THESE RELEASES: 2006.01.01 and 2006.1.0

Amicus Accounting Release 2006.02 provides the latest updates and changes to Amicus Accounting.

IMPORTANT: If you are integrating with Amicus Attorney, ensure that you are running a compatible version of that application BEFORE applying this update:

- Amicus Attorney **7.1.0.8** or later
- Amicus Attorney V+ **5.8.1** or later
- Amicus Attorney Small Firm Edition **5.9.0** or later

To check your version, choose About from the Help menu in Amicus Attorney.

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AMICUS "SERVER" AND "WORKSTATIONS":

- A **Single-User Install** of Amicus Accounting includes application, database, and workstation components on a standalone computer. This computer is referred to as the *Amicus Server*.
- A **Multi-User Network Install** includes application, database, and workstation components on a single computer called the *Amicus Server*. Workstation components are also installed on each of the other computers on the network that are using Amicus Accounting—these other computers are referred to as *Amicus Workstations*.

UPDATE INSTRUCTIONS

DOWNLOADING THE UPDATE *(Applicable to both Single-User and Multi-User Installs)*

You must have a connection to the Internet to use this feature, and must be assigned to a User Group with permission to use the Update features. The feature is not available until your firm has licensed Amicus Accounting. If you require assistance, please contact Gavel & Gown Technical support.

1. In Amicus Accounting at the Server or any Workstation, go to the Help menu and choose Check for Updates.
2. In the Checking for Updates screen, click Check Now. A connection to the website is established and if an update is available, it is displayed.
3. Select the update and click Download. Click Finish when done.

UPDATING THE AMICUS SERVER *(Applicable to both Single-User and Multi-User Installs)*

1. Ensure that you have a current backup in a location outside of `\AmicusAccounting`, and ensure that all other users are out of Amicus Accounting.
2. *If Amicus Accounting is integrated with Amicus Attorney,* ensure that all Amicus Attorney users are logged out.
3. At the Amicus Server, open Amicus Accounting, go to the Help menu, and choose Install Updates.
4. In the Install Updates screen, select an update and click View Release Notes to view this document in your word processor.

5. Updates will display in sequence, with the first (oldest) update to be installed displayed at the top of the list. Select the oldest update and click Install to install it, and then click Yes to confirm when prompted.
6. You will be prompted to ensure all users are logged out. Click OK and then click Proceed when prompted. Finally, click Yes to confirm installing the update. Follow the onscreen instructions to complete the install.
7. When the install is complete, click Finish.
8. Log in to Amicus Accounting. The following message might appear: "Backup or indexing is being run or was terminated abnormally…" – Ignore the message and simply click Yes.
9. Exit Amicus Accounting. The following message might appear: "Amicus Accounting is running in single-user mode…" – Ignore the message and simply click Yes.

UPDATING EACH AMICUS WORKSTATION *(NOT applicable to Single-User Installs or the Amicus Server)*

IMPORTANT: In the case of a Single-User Install (in which Amicus Accounting is installed and used on only one computer), skip this procedure and proceed to "UPDATING TEMPLATES" below.
Otherwise, perform this procedure on each of the Amicus Workstations after updating the Amicus Server.
DO NOT PERFORM THESE STEPS ON THE AMICUS SERVER.

1. Log on to the computer as a user with Windows "Administrators" or "Power Users" Group rights.
2. From Windows Add/Remove Programs, uninstall Amicus Accounting Workstation.
3. Reinstall Amicus Accounting:
   - Shut down all running programs.
   - In Windows Explorer, navigate to the mapped network drive on the Server, open the `\AmicusAccounting\install` folder, and double-click on `setup.exe`. Follow the onscreen instructions.
   - At the end of the installation, click Finish. Depending on your operating system, you might need to restart your computer.

UPDATING TEMPLATES *(Applicable to both Single-User and Multi-User Installs)*

This release provides updated report and label templates that accommodate non-automatic Client Matter ID numbering. The ID fields are longer and include some new code. To activate the new templates and replace your currently active ones, complete the following steps.
CAUTION: These procedures will overwrite changes previously made to these templates by the firm. We recommend that you first rename any customized Bills and Checks to avoid their being overwritten.

1. **Bills**—At the Amicus Server, copy the following files from `\AmicusAccounting\bills\AA0201 template` to `\AmicusAccounting\bills\template`, replacing the current versions:
   `consolidatedbill.FRX`, `consolidatedbill.FRT`
   `StandardBill.FRX`, `StandardBill.FRT`
   `TaskBasedConsolidated.FRX`, `TaskBasedConsolidated.FRT`
   `TaskBasedStandard.FRX`, `TaskBasedStandard.FRT`
2. **Checks**—In Amicus Accounting, choose Expenses (or Trust or Accounts Payable) > Print Check Batches and click Restore Default Layout. Then click Close.
   (The checks template is stored as `esicheks.frx` and `esicheks.FRT` in `\AmicusAccounting`.)
   NOTE: If you do not have any posted checks, you cannot complete this step at this time. Remember to complete this step later, before printing any checks.
3. **A/R Reminder Statements**—Choose Reports > Billing > A/R Reminder Statements and click Restore Default. Next, select either the "Detailed Statement with Unpaid Invoices" or "Detailed Statement with All Invoices" option and click Restore Default. Then click Close.
4. **Client Labels**—Choose Reports > Clients > Client Labels, select a type of label, and click Reset to Default. Repeat for each label type: Standard Mailing, Rotary, Matter, File, and Standard Mailing with Contact. Then click Close.

NEW FEATURES

Automatic Client Matter ID numbering is now optional in Start Up > Firm Settings and in the Start Up wizard that runs at the first log in after installation. Initialization of the Integration with Amicus Attorney will not cause new IDs to be assigned to existing Files, provided that autonumbering is not selected. Users who choose to keep their existing IDs should ensure that they are unique and compatible with the maximum length supported as noted below.

If the option is selected, IDs are automatically assigned by the program when users create new Clients and Matters (and, if the Integration with Amicus Attorney has been initialized, when users create new Files in that program).

If the option is not selected, users can manually enter IDs, which may contain alphanumeric and special characters as desired.

If the Client Matter ID auto-numbering option is turned off in Amicus Accounting, Integration pre-initialization checks will test Amicus Attorney Files to ensure that the Client and Matter ID are present, not too long, not duplicates of those on another File, etc.

CAUTION: Turning off this option enables you to manually enter IDs going forward but does not permit you to change the IDs of Client Matter Files that have already been linked. DO NOT ATTEMPT TO CHANGE IDs ON FILES THAT HAVE ALREADY BEEN EXCHANGED. Doing so will cause Files to duplicate on either or both sides of the Integration and might result in data corruption.

Maximum lengths of Client and Matter IDs have been increased to 15 and 10, respectively.

Billing templates can now be customized with additional fields: Client Matter Date Opened, Client Matter State/Province, and Billings To Date. Additionally, the Trust Ledger section on Bills (included in the updated trmplates) will be supressed when there are no Trust transactions.

Expense descriptions are now included with Expenses posted from Amicus Attorney 7.1.

In new installs, additional G/L codes are now provided, and Expense Codes are now assigned a default G/L Account.

FIXED ISSUES

Clients

- 14049: In the Matter Details view of the Clients > Client Matter Details function, the value you enter in the Quote field is cleared when you press Save.

Expenses

- 13689: If you create a firm check, A/P check, or trust check using a duplicate check number, a warning is not shown.
- 13898: A Firm Check that has a zero amount cannot be reversed.

Billing

- 13688: In the Bill Multiple Clients tab of the Billing > Create Bills function, if you select the "New Invoices For Each Client" option, clicking the Create Draft Bills button (or Create Final Bills button) will not create any bills.
- 14003: When creating a bill for a client, if you clear the Post Bills option and print the final bill, the invoice number is automatically incremented even though a bill was not posted.
- 14413: In the Bill Multiple Clients view of the Billing > Create Bills function, the Sort By options (Client, Matter, or Responsible Lawyer) have no effect.
  NOTE: These options are now called the "Print Sort Order" options: "Client Name", "File ID" (Client Matter ID), and "Responsible Lawyer".
- 14477: If you go to the Set Bill Options view of the Create Bills function and set a "to" date for the range of time entries or other items to include on the bill, go to the Bill Multiple Clients view and set the Date To Appear On Bills field to an different date, then generated draft bills will include items up to the latter of the two dates.
- 14976: A bill may be reversed more than once.

Receipts

- 14272: A receipt with 0, or a number beginning with 0, in the Reference field cannot be reversed.

Accounts Payable

- 13931: In Accounts Payable > Invoice Entry, if you select the Client option for Default Distribution, and select a Client in the Client No. list, a prompt to select a G/L Expense Account appears but then you cannot select one from the list and click OK.

General Ledger

- 13705: In General Ledger > Account and Budget Maintenance, the Liability/Equity Account Type is named "Liability".
- 13706: In General Ledger > Account and Budget Maintenance, when you select the "Totals Only Account" Account Class, the Total Hierarchy field does not become available.

Year-End

- 14675: If the firm installs Amicus Accounting in 2007 and has set the Fiscal Year dates to 2007, then a message appears upon login, saying that Year End has not been done for the year ending 2006 and you may not post to the new year until Year End has been run.

Miscellaneous

- 13691: In Expenses or Accounts Payable > Print Check Batches, selecting the "Do Not Print Check Numbers" option does not prevent numbers from printing on the two check stubs.
- 14126: Small Firm Edition of Amicus Accounting 2006.01.01: Choosing the Integration Guide > Amicus Attorney 7.0 command on the Help menu has no effect.

Integration with Amicus Attorney

For more fixes related to integrating with your edition of Amicus Attorney, see the relevant "Release Notes for Amicus Attorney" document on our website.

- 13655: In the Amicus Accounting Account Inquiry dialog launched from the button provided in Amicus Attorney File Details, double-clicking a Time Entry causes an error.
- 13766: *Amicus Attorney 7 and V+:* You are permitted to designate more Timekeepers in Amicus Attorney than you have User/Timekeeper licenses for in Amicus Accounting. The Integration automatically adds new Timekeepers to Amicus Accounting and marks the earliest added Timekeepers Inactive.

Documentation Changes

Integration Guides: Amicus Attorney 7 and Amicus Accounting

The effects of setting or not setting Amicus Accounting for automatic Client Matter numbering are described.

Online Help

Various changes and corrections, including the option for automatic Client Matter numbering, the number and naming of automatic backup files, and moving the Amicus Accounting Server and workstations.

For further information, contact

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