Insolvency Manager
Version 4.0 Release Notes
July 2006

The look of Insolvency Manager has changed considerably in Version 4.0 to provide more information at a glance and to make screen navigation easier and quicker. This update contains many enhancements to help improve the productivity in estate administration.

Version 4.0 of Insolvency Manager contains the forms changes that come into effect on July 17, 2006.

An updated user manual has been prepared for this release. It can be downloaded in PDF format from our website at www.insolvency-software.com/WINUPD/instructions/IMGuide.pdf. The on line Help in the program has also been updated.

New features and changes include:

Window redesign. The Insolvency Manager windows have been redesigned. On the left side of the screen is a status bar providing information about the current estate. At the top of the screen are many new "hot buttons" that allow you to go directly to functions such as creditors, claims register, or detail trial balance without going through the menus. Most of the edit screens have been reformatted for consistency and to reduce the number of windows needed but all of the information is still available where it was previously.

Menu layout.

Database access. The functions of Insolvency Manager have been rewritten to optimize and reduce the amount of database access. These changes will speed up the program and reduce network traffic, as well as minimize the potential for data corruption.

Calendar function. A calendar is available for any date field by pressing F6.

Time fields. Time fields now accept the time using a 12-hour clock with a field for AM or PM. The time can still be entered as a 24-hour clock value, but is automatically translated to a 12-hour clock.

Screen navigation. Menu options Estate Identification, Significant Dates, and Transfer of Assets each has a series of screens for entering information. Pressing F7 on any of these screens now allows you to go directly to any window in the series, without stepping through all of the windows in the series. You can also use the PgUp and PgDn buttons to step through these series of screen.
Pressing F7 on an Asset screen enables you to go to any Asset type without returning to the menu. The list of assets screen now has Next and Previous buttons to step through the assets listed under each type.
Next and Previous buttons are now available for stepping through Income and Expenses functions.

Opening an estate. A new function has been added to allow you to reopen the previously open estate.

Estate information. A new field has been added for estate information for debtor’s cell phone number. The Joint Debtor/Spouse screen has a new “Same address” box to use the debtor’s

address.
Pressing F4 when in the respective field clears the Trustee, Administrator, and Trustee/Manager fields.
Next and Previous buttons were added for the Prior Insolvencies screens.
The Significant Dates screens have been made the same size with the Next and Previous buttons in the same location on each.

<u>Debtor commitments</u>. A new option has been added to enable you to delete all debtor commitments starting with the currently highlighted entry to the end of the list.

<u>Inspectors of the estate</u>. In addition to names and phone numbers, you can now enter mailing addresses, e-mail addresses, and fax numbers for inspectors.

<u>Income and Expenses</u>. Next and Previous buttons have been added to enable you to switch between the income and expenses windows without going to the menus.

<u>Creditor functions</u>. The creditor screens have been redesigned. Enhancements include a Sort button and the number of creditors in the estate on the screen listing the creditors, and a new "Notice Only" creditor type. On the creditor edit screen, new fields have been added for the date the Proof of Claim was filed, and to display the total dividends paid to the creditor to date. It is now possible to change creditor entry in an estate to use an existing common creditor entry instead of a unique creditor.

<u>Creditor/Asset linking</u>. The screen for linking secured creditors and assets has been redesigned to show both the list of creditors and assets, and make the linking process simpler.

<u>Forms printing</u>. Several enhancements have been made to improve the process of preparing to print forms. A Find button is available for locating a form.
You can now import text into prompt fields for forms to eliminate retyping commonly used text.
If you click Cancel on a prompt window, retains the list of forms selected for printing so you no longer have to reselect them. Also, when the list of forms selected for printing has been cleared after printing the forms, you can reselect the previous list by pressing F3.
For forms that have a list of entries for which text can be entered, the entry names are highlighted in blue if text has been entered already. This feature is available for the Section 170 Report, Trustee's Preliminary Report, Form 35.1, Form 35.2, and the Minutes of the First Meeting of Creditors.

<u>Optional use of Form 1.1</u>. One part of the new forms update is the optional use of Form 1.1 at the bottom of many of the prescribed forms. If you wish to include Form 1.1 on your documents go to **Setup**, **Office Parameters**, click the appropriate check box, and select the name of the individual to include on this form.

<u>Forms maintenance</u>. The Find function searches for a form in the current list of forms, so that you can search within the results of the previous search. A Reset button restores the list to the original list of forms. The "Menu" field on the Find window allows you to type a value instead of only choosing one of the a values in the drop down list.
A new button enables you to view the selected form.
A "Standard Copy' of a form can be saved with a Document File name longer than 8 characters.
The edit screen in the Menus function under Forms Maintenance now displays the forms linked to the selected menu on the same screen as the menu information.

<u>Mailing Lists and Labels</u>. New selection criteria have been added for Creditor Mailing Lists and Labels. These are "Requested notification of material change" and "Requested notification of amended payments."

<u>Reports</u>. New search criteria fields have been added for the Claims register. The Estate

Summary screen has been redesigned to make it easier to use.

Reports in French. Management reports can now be printed in either French or English in the bilingual version of the program.

Notes reports. New search capability is available to choose the Notes to File displayed and to be printed on a report.

Banking transactions. The Edit & Add screens for banking transactions have been redesigned. The transaction listing report can now be printed and the batch posted from the Unposted Entries window. Changes make it easier to select a keyname, reset a link to commitments or assets, choose a cheque payee, and switch between deposits and cheques.

View estate transactions. The View Estate Transactions window has been redesigned to display accounts and transactions on the same window. Additional information is displayed. An Account button enables you to select a different Receivership bank account without closing the screen.

Statement of Receipts and Disbursements. The input screens for printing a Statement of Receipts & Disbursements have been redesigned so that they are the same size and the Next buttons are in the same location. Screens have been combined to reduce the number of input screens. A Restart button returns you to the first window for input. You can now import text into the Notes field to eliminate retyping commonly used text.

Receivership functions. The Receivership function screens have been redesigned. The Maintain Estate Chart of Accounts function allows you to select the bank account and chart of accounts from the same screen, and enables you to change bank accounts and copy a chart of accounts at any time.

Bank reconciliation. The F12 key has been enabled in Bank Reconciliation to display the transaction amount from the Given Date Report for the current Bank Account and date.

Reverse bank entries. The Reverse Bank Entry utility now can reverse accrual bank entries. The reversal is now posted automatically from the Reverse Bank Entry window rather than having to post the batch separately.
Reversing a counseling fees entry no longer requires you to enter a negative amount for the transaction total, and reversing counseling fees now resets the status on the “Signup & Counseling” window.

WIP. The screen for entering time and disbursements has been redesigned. The Screen Inquiry on Time Entries window displays time codes and transactions on the same window. A new utility has been added for reversing a WIP Time Entry posting.

Office Parameters. The Office Parameters screens have been made the same size with the Next and Previous buttons in the same location.

Common creditors. It is now possible under the Setup menu to change one common creditor to another in every estate where the common creditor has been used.

Trustees and Administrators. Fields for e-mail address, telephone number, and extension have been added for Trustees and Administrators.

Common text. A new function has been added for saving commonly used text (words, sentences, or paragraphs) that can be imported to text fields elsewhere in the program, such as Style of Cause, Causes of Bankruptcy, input screen for printing forms, and R&D notes, as needed.

Inactive estates. An Open button on the View Inactive Estates window enables you to open another inactive estate or to open another screen for the current inactive estate.

Deleted estates utility. New date fields have been added for information on deleted estates. You can now change the address and telephone number for the debtor in a deleted estate.

Import. The Import to Current Estate function now gives you the option whether you want to overwrite existing creditors or debts due the estate.

Update Balances system utility. The Update Balances now has an option to update the balances for only active estates.