

TABLE OF CONTENTS

Chapter 1	1
<i>Dashboards</i>.....	1
Opening IPS SQL.....	1
User Dashboard	1
Practice Dashboard.....	4
Case Dashboard	5
Menu Bar.....	8
Window Tabs and Options.....	10
Chapter 2	13
<i>Initial Case Set up</i>.....	13
Creating a case - procedures.....	13
Creating a new case	13
Open an existing case	15
Entering case data	16
Case Types	21
Entering case notes	22
Creating the case diary	23
Diary Templates	23
Chapter 3	27
<i>Capture of Assets & Liabilities</i>.....	27
Entering assets & liabilities	27
Quick Reference RATA table.....	32
Printing the RATA schedules (Form 507 schedules).....	35
Chapter 4	37
<i>Preparation of Report as to Affairs</i>.....	37
Printing the chart of accounts	37
Entering book values and estimated to realise values.....	37
Printing the Report as to Affairs (Form 507)	40
Lock the Report as to Affairs.....	40
Chapter 5	41
<i>Updating the Case Diary</i>.....	41
Searching Diaries.....	41
View Diary Links.....	43
Updating diary entries	44
Printing the case master diary	48
Printing the global diary	49
Diary by Case	49
Diary by date.....	50
Global Diary Screen.....	51
Chapter 6	53
<i>Trading Entries</i>	53
Entering sales/purchase trading accounts.....	53
Entering sales invoices	53
Entering purchase invoices.....	56

Printing trade statements	56
Trade debtors.....	56
Trade creditors.....	56
Printing sales/purchase account balances	56
Show Transactions.....	56
Chapter 7	56
<i>Cash Entries</i>.....	56
Entering receipts and payments	56
Simple receipts with/without a deposit slip.....	56
Simple payments with/without a cheque.....	56
Split entry (gross income less expenses) with/without a deposit slip	56
Producing a cheque with a deduction	56
Trading entries	56
Post-appointment debtor (sales) receipts	56
Post-appointment creditor (purchases) payments with/without a cheque	56
Allocation of trading receipts and payments	56
Part Payment of Invoices	56
Bank reconciliation	56
Printing cashbook information and reports	56
Pre-appointment book debt write offs	56
Chapter 8	56
<i>Case Rollover</i>.....	56
Rolling Over the Case	56
Post Rollover Report.....	56
Chapter 9	56
<i>Creditor Claims</i>.....	56
Additional creditors.....	56
Lodge and adjudicate creditor claims	56
Printing creditor reports.....	56
Advanced Search.....	56
All creditors who have not yet claimed.....	56
All agreed claim creditors.....	56
All creditors with held claims	56
All creditors with rejected claims.....	56
Receipt of Proof	56
Proofs Australia.....	56
On Mail Hold	56
Chapter 10	56
<i>Dividends & Distributions</i>.....	56
Calculating the dividend.....	56
Distributing a dividend procedures.....	56
Back up the case.....	56
Distributing the dividend.....	56
Chapter 11	56
<i>Miscellaneous</i>.....	56
Reports and queries to be produced.....	56
Customising toolbars.....	56
Closing a case.....	56
Marking a case as closed.....	56
Closing the Case Diary	56