CSI LAWYER VERSION 10.0

New and changed features

CONTENTS

NOTE IN THE VERSION 10.0

1. **The version 10.0 requires power users to make the following two settings:**

   - In case your office sends conflict inquiries by email, the Conflict Check Parties report listing the assignment parties needs to be published in the Settings. Otherwise, the conflict inquiry email is created without the assignment party attachment. For more information, please see the chapter ***Assignment party report attached to conflict inquiries.***

   - In case rights to open new assignments has been limited to a specific user group only, the same user group now also needs rights to edit assignments. For more information, please see the chapter ***Rights to edit assignments***.

2. CSI Helsinki only supports the two most recent versions of CSI Lawyer. Currently, the supported versions are 10.0 and 9.1. If your company uses an older version, we recommend updating it as soon as possible.

3. In case your company uses a CSI Lawyer version older than 6.0 with automated document templates, they no longer work in the new version. **Before updating to the CSI Lawyer version 10.0, please contact the CSI Support** to ensure the compatibility of your templates with the new version.

4. Microsoft no longer supports SQL Server 2008 R2 or older. Consequently, CSI Lawyer from version 6.0 onwards requires a newer SQL Server version. Please contact your IT support if necessary.

5. Minimum version of .NET Framework is 4.8. If needed, this is a free download from Microsoft site https://dotnet.microsoft.com/download/dotnet-framework/net48

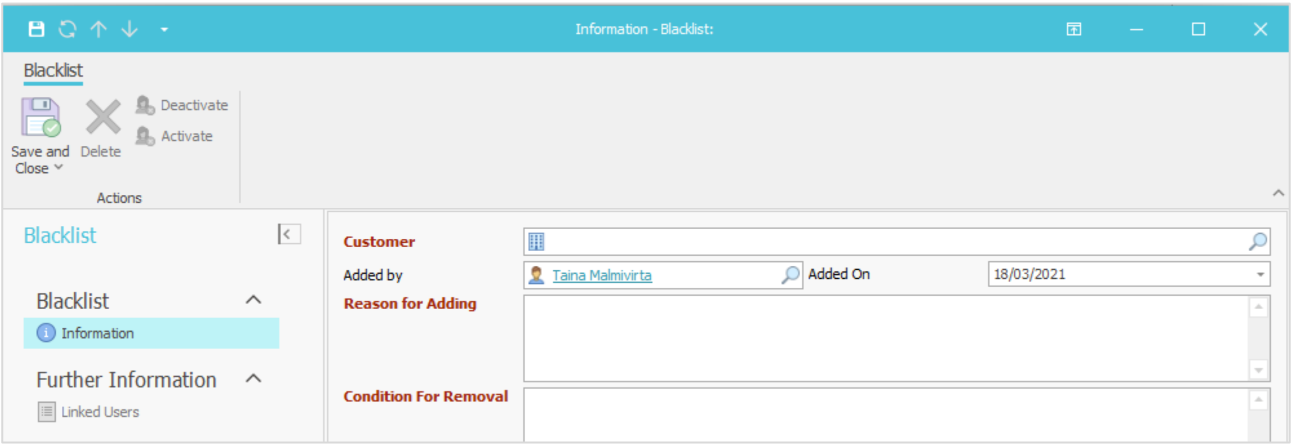
NOTE! After publishing the version 10.0 it has been complemented (in the update version 7.6.21) with a possibility to define for a specific user group the “Own” filter. This enables displaying to users belonging to this group only their own entries a) in the main window (Workplace area) and/or in the subfolders of individual customers or assignments.

TOP NEW FEATURES

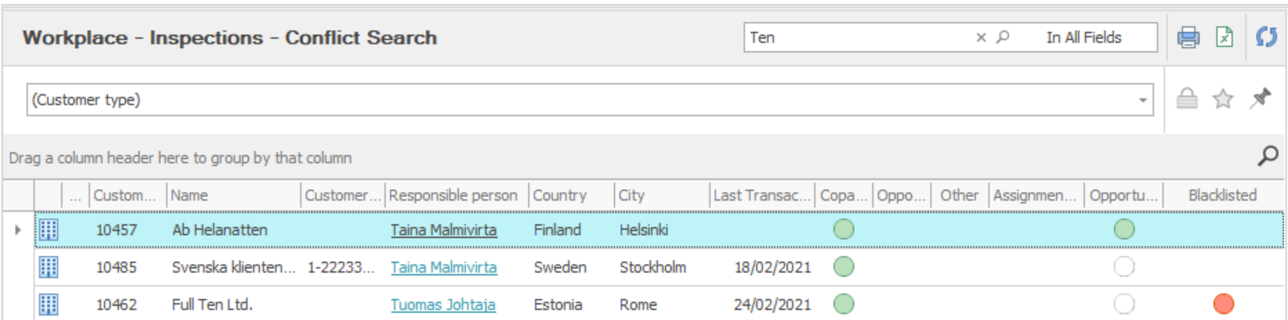
BLACKLISTING

To support management of conflicts of interest, a blacklisting functionality has been added. You can add to the Blacklist folder customers for which new assignments should not be opened for some reason. Such a conflict of interest may be caused, for example, by former work history of your employees.

The Blacklist folder can be found in the Workspace area, in the Inspections group. When a customer is blacklisted, the reason for it as well as the condition for removing the customer from the list are registered. You can also attach to the blacklisting event the users causing the need to blacklist the customer.



Adding customers to the blacklist does not prevent opening new assignments for them. However, the blacklisting information is displayed in the customer list of the Conflict Search folder as a red dot and in the Conflict Search window as a warning triangle in front of the principal name.



A customer cannot be removed from a blacklist without first removing the linked users. However, a blacklisting can be deactivated by entering the reason for removing it (Reason for Removal). The blacklisting mark is thus removed e.g. from the Conflict Search list.

The maximum number of characters for the Reason for Adding, Condition for Removal and Reason for Removal fields is 200.

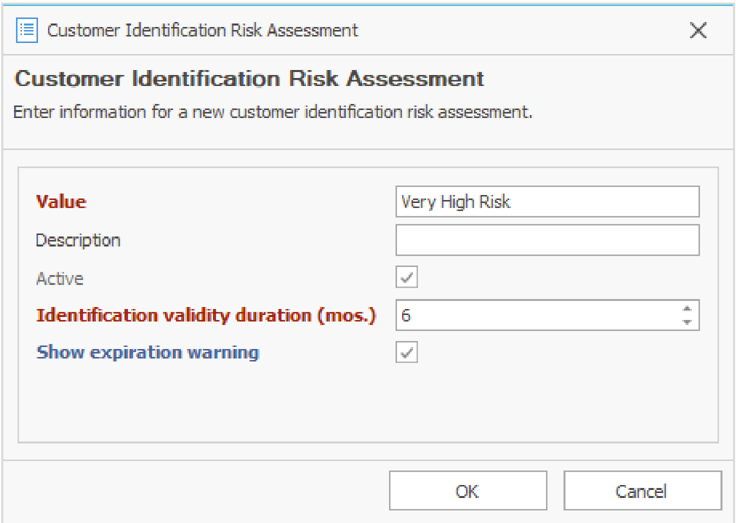
IMPROVEMENTS TO CUSTOMER IDENTIFICATION

The customer identification functionality has several improvements. You can now define multiple customer identification risk levels and set a separate customer identification interval for each of them. It is also possible to use an existing customer identification as a template for a new one. You can also integrate CSI Lawyer to Due Compliance service that enables AML checks, KYC, and risk assessments under the AML legislation. For more information about the integration, see the Integrations chapter.

Identification risk assessments with individual validity

Previously the risk level of an identification was not directly indicated in CSI other than choosing the required identification level, and only one common validity period was set for all levels of identification. Now different risk assessments and validity periods can be applied on the customer level to better support the overall identification process.

To define different risk assessments and validity periods, power users can go to the Settings > Customer Settings > Customer Identification Risk Assessments.



A new risk assessment is added by selecting the New button, and then defining its name (Value) and unique identification validity duration. The allowed duration is 6-36 months.

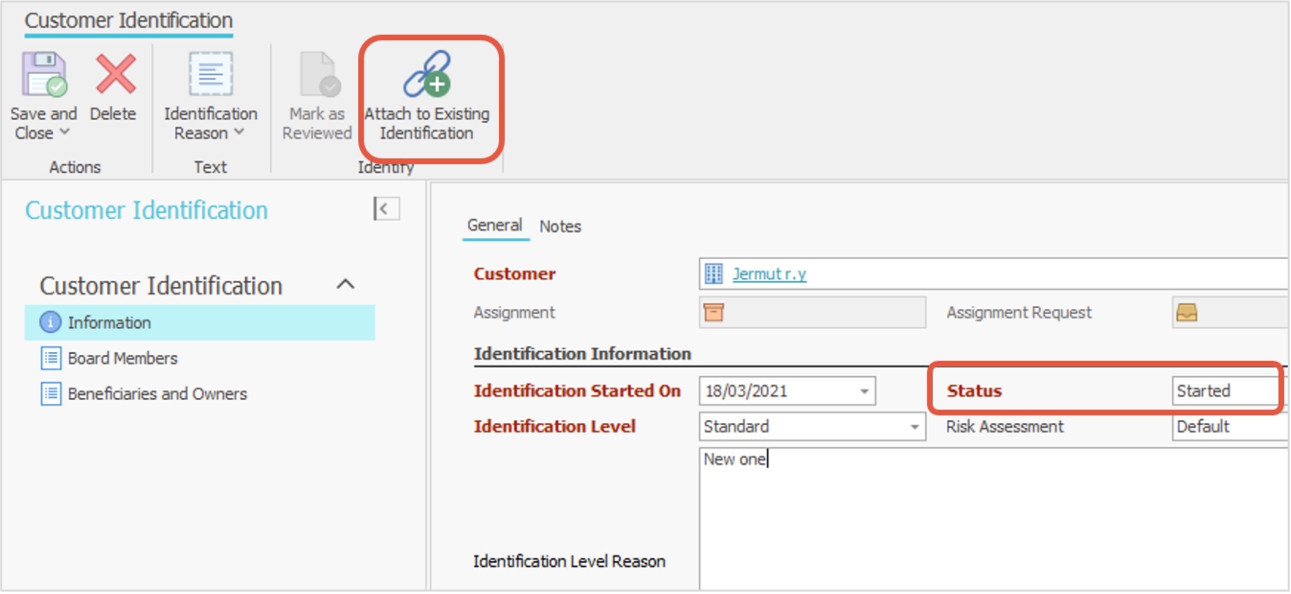
By selecting the "Show expiration warning" checkbox, the software will display a warning when customer identifications of customers having this risk assessment are expiring. The warning is displayed on the customer identification lists.

The risk assessment is then selected for each customer individually, allowing to better keep track on their specific identification requirements. The risk assessment can also be defined on the customer identification if necessary. When updating to the version 10, there is only one risk assessment, "Default", defined. This risk assessment is set for all existing customers and their identifications and its validity duration is set according to the former “Identification Required Every X Months” parameter.

Using existing customer identification as a template

When creating a new customer identification, you can use a valid identification previously done for the same customer as a template. The status of the identification to be used as a template must be “Done”.

To copy the information from an existing identification to the new one, first create the new identification event, set its status as Started and save it. Then select the “Attach to Existing Identification” button to copy the information.



When done, the new identification displays a link to the former identification. By selecting the action on the ribbon you can mark the identification information as reviewed and update the review date and the reviewer.

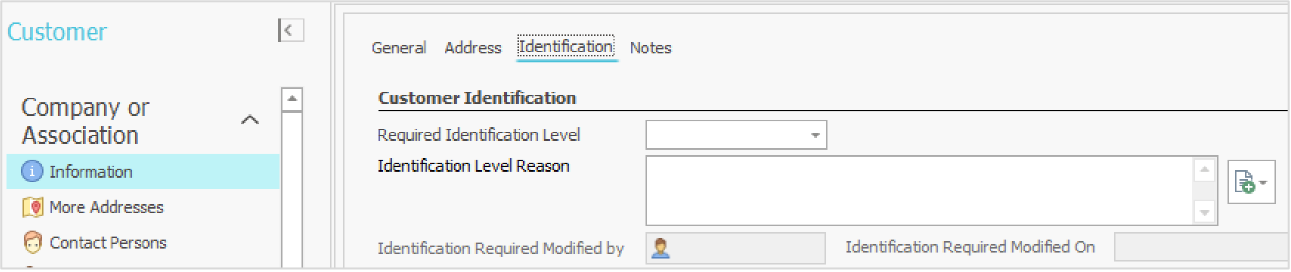
Customer Identification window layout changes

There are also some changes in the fields of the window:

- To the Assignment field, you can now select only assignments where the customer is in a party role requiring identification.
- “Risk Assessment” has been added for setting the identification’s risk assessment. If a customer has been defined a risk assessment, it is displayed in the field.
- The new "Attached To" group contains fields that cannot be manually edited:
  - A link to the customer's former identification, which was used as a template, and its date
  - The review date (current date) displaying when the Mark as Reviewed action has been used
  - The reviewer (current user)
- The fields in the former Registration and Representation groups which were displayed for a completed customer identification have been removed. If those fields had some content, it is saved as notes when the software is updated to the version 10.0.

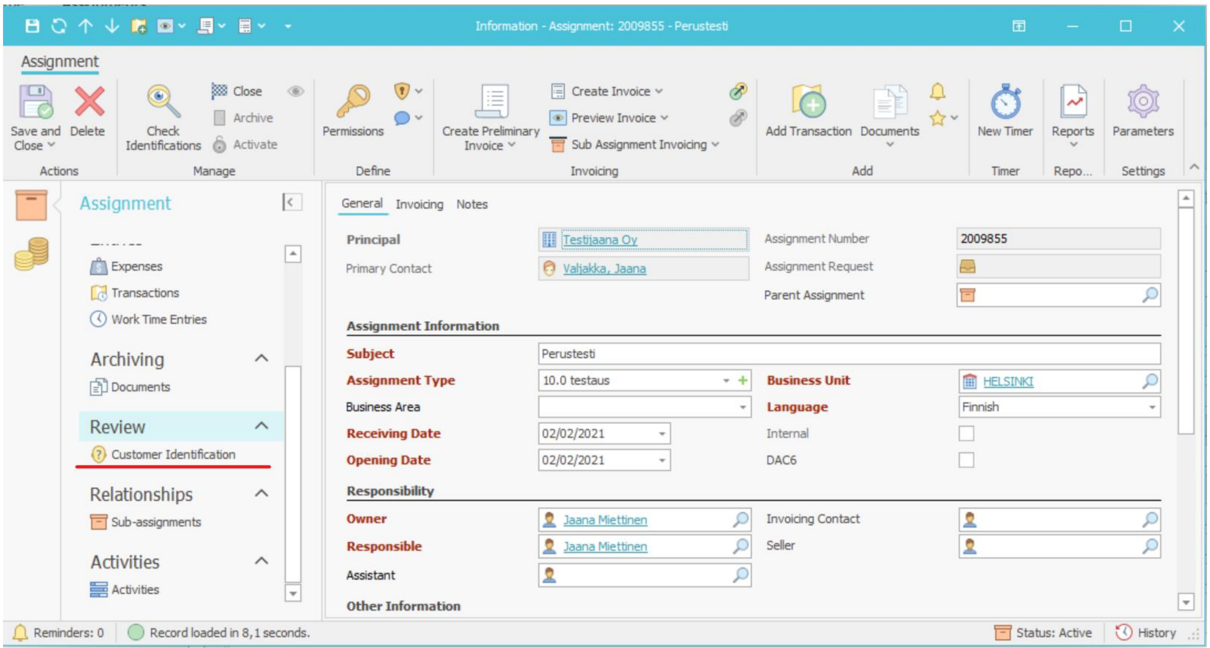
Identification related changes in the Customer window

The identification level, level reason and risk assessment can already be defined on the customer level. In that case the information is automatically filled in for all future assignments of the customer.



Identification related changes in the Assignment window

All the fields related to customer identification have been removed from the assignment window's Information tab. Identifications related to the assignment can be found in the Customer Identification folder.



When creating a new assignment, the software automatically creates an identification event for all required parties, if the feature is enabled. Thus, the Parties list no longer displays information about the identification status.

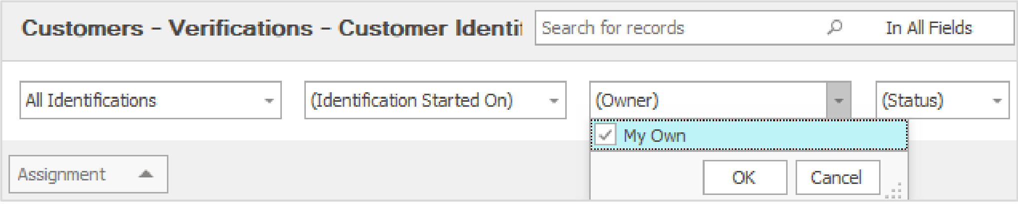
If before updating to the version 10.0, the required identification level for an assignment was "Not needed", in version 10.0 the software adds to each required party an identification event with the identification level "Not Needed" and fills in the level reason and required dates.

Identification related changes in the Assignment Request window

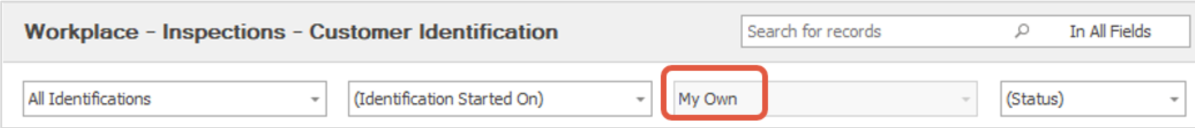
Please see these changes in the chapter "Adding and identifying customers and setting pricing for assignment requests".

Viewing own identifications

The former My Identifications view in the Customer Identification folder of the Customer area no longer exists, but users can select "My Own" to the owner filter to see their own identifications.



Users can also check their identifications in the Workplace area where the Customer Identifications folder only displays customer identifications where the current user is marked as assistant, responsible, or as performed by. The “My Own” selection in the Owner filter cannot be removed.

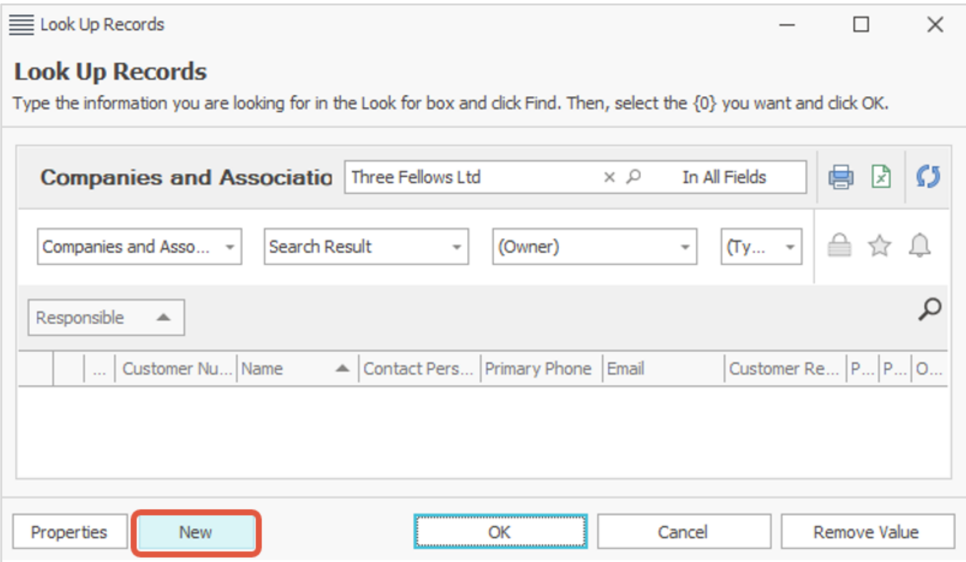


ADDING AND IDENTIFYING CUSTOMERS AND SETTING PRICING FOR ASSIGNMENT REQUESTS

Adding a new customer when creating an assignment request

So far, it has been possible to attach to an assignment request a completely new principal or party without adding it to the software as a customer. However, to such "customer" it has not been possible to save adequate information nor find its information with the normal search.

Companies or private persons to be attached to an assignment request as a principal or a party must first be saved to the software as customers. However, this can be done during the process of opening a new assignment request. If no customers are found with the search criteria you enter in the Principal field of a new assignment request window, you can select the magnifier button to open the Look Up Records window. If the desired customer is not found in this window either, create it as new by selecting the New button.



If an assignment request has been created before updating the software to the new version, the "customer" which has been attached to it, is converted to a real customer when converting the assignment request to an assignment.

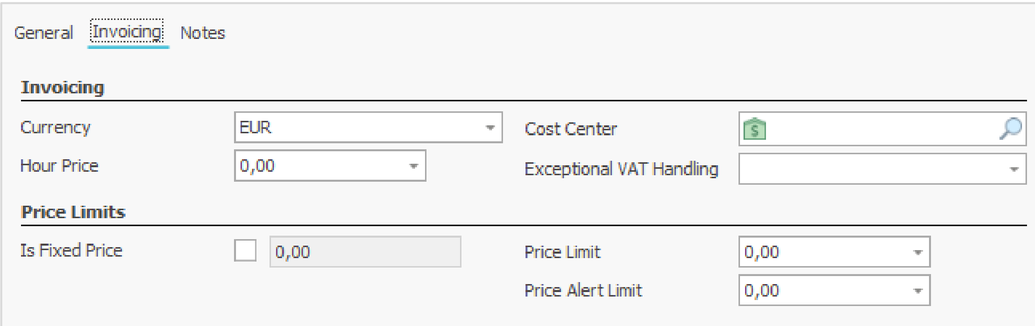
Customer identification on an assignment request

The software now enables customer identification already during the assignment request process. When an assignment request is converted to an assignment, the link to the customer identification will remain.

If the Assignment request and Customer Identification functionalities have been activated in the Settings (> System Parameters > General > Application Features), the software automatically creates to a new assignment request the required identification events to the Customer Identifications folder. Identification rows are added for all parties requiring identification and for assignment requests which have been opened before updating the software version.

Setting pricing for an assignment request

You can now define pricing information for a new assignment already in the assignment request phase. The Assignment Request window offers an Invoicing tab for defining the following invoicing details:



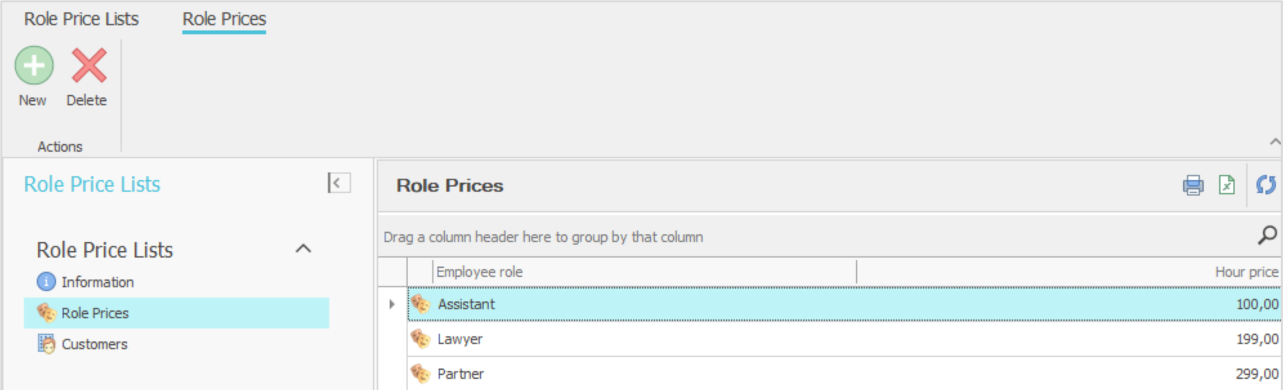
The information entered in this tab is transferred also to the assignment. If the assignment is in foreign currency, the sums entered show up in foreign currency fields and are also calculated to the base currency.

ROLE PRICE LISTS

Role price lists are an addition to CSI Lawyer's pricing option. They make it easier to maintain role prices of e.g. domestic and foreign corporate customers, private persons or other customer groups, as any changes to a role price list can be centrally updated to all customers having in use the role price list in question.

NOTE! If you wish to add a role price list to a customer, the customer cannot have any other role prices at the same time. When attaching a role price list to a customer all role prices manually added to the customer are deleted. However, in the pricing hierarchy, the role price list of a customer is weaker than role prices defined at the assignment level. Thus, in case you wish to define other role prices, you can add them to the assignment.

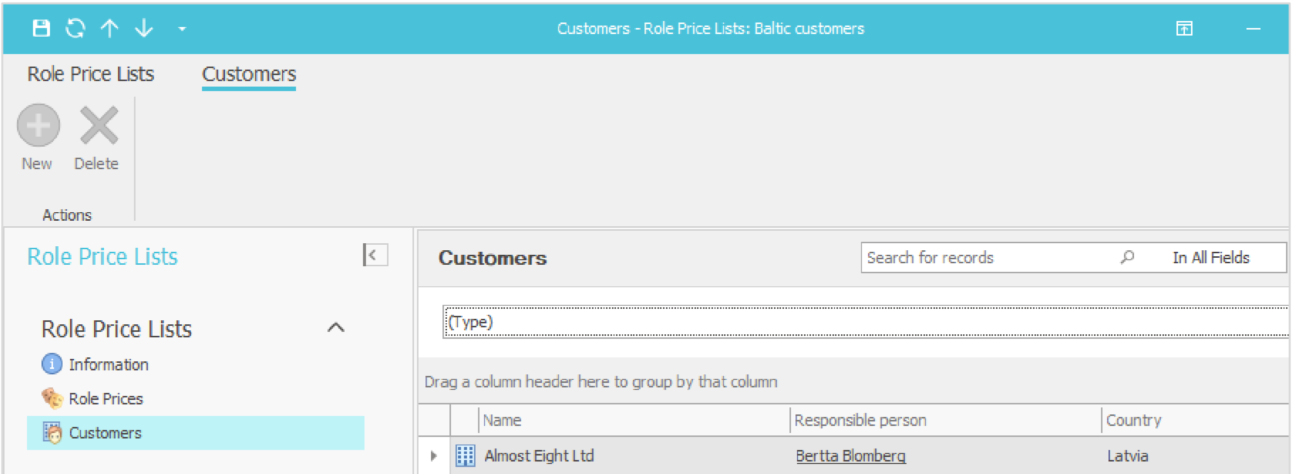
A power user can create role price lists in the Settings (> Common Settings > Role Price Lists) by giving a name to the price list and defining prices for different roles in the Roles Prices folder.



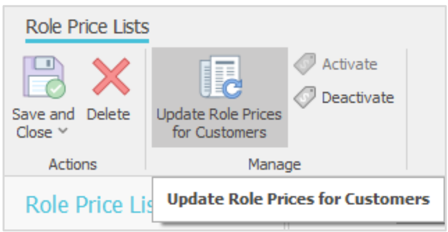
For the role price list to have an impact on transaction pricing, the pricing model selected either in the system, business unit, customer, or assignment parameters (Invoicing > Pricing) must be role-based.

Once a role price list has been defined in the Settings, it can be added to individual customers. This can be done either in a customer's Role Pricing folder (Invoicing group) by selecting "Attach to a Role Price List" on the ribbon or in the customer parameters (Invoicing > Pricing > Role Price List). Any former role prices which have been manually added in the customer's Role Pricing folder will thus be deleted and replaced with the role price list. The software does not warn about replacing the manually added role prices.

Corporate and private customers to whom a role price list has been added are displayed in the Settings, Customer folder of the role price in question. However, you cannot add or remove linked customers in the Role Price List window, but it must be done in the customer window.



Any changes made to a role price list will be updated to customers having the role price list in use.



The window of the role price list does not close until the changes made are updated to customer by selecting the "Update Role Prices for Customers" button. **NOTE!** The changes have no impact on existing transactions.

When a customer has a role price list in use and a user selects either "Link" or "Delete" in the customer's Role Pricing folder or opens a role price row, the software asks if the current role price list should be removed from use. The "Yes" selection removes the role price list from the customer, and it is possible to manually edit role prices of the customer again. This action leaves the existing role prices to the folder but no longer updates them if you make changes to the role price list in the Settings. If you remove the role price list in the customer parameters, all role prices are removed from the Role Pricing folder.

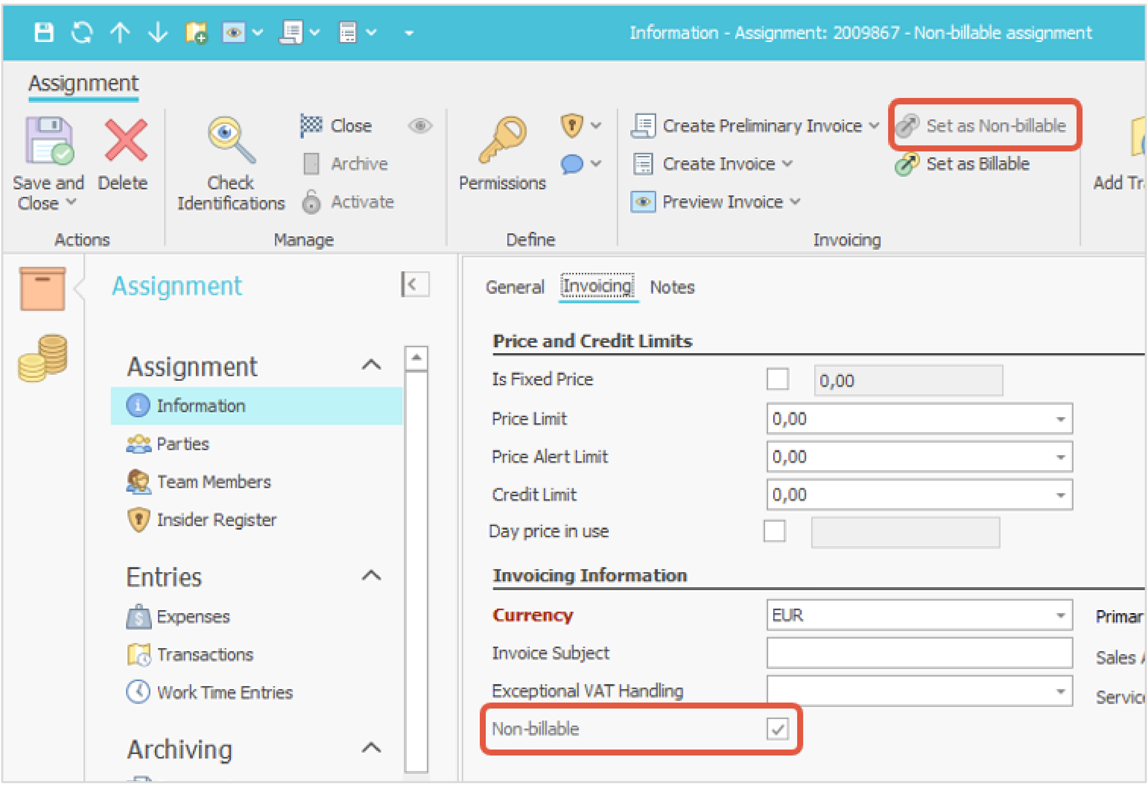
A role price list can be deactivated. A deactivated role price list can no longer be selected for a customer, but if the selection has been done before deactivation, the role price list with its role prices remains in the customer information until role prices are manually edited. If needed, you can reactivate deactivated role price list.

If a role price list is removed from the software, a user gets the following message: "The role price list will be removed. Earlier role prices added for the customer from this price list will remain valid. Future modifications need to be done manually."

NON-BILLABLE ASSIGNMENTS

It is now possible to change billability of a billable assignment afterwards. E.g. a Pro Bono assignment can be opened as a regular billable assignment and defined as non-billable. It will then enable registering billable hours which you may be able to invoice later but as long as the status of the assignment is non-billable, the software prevents invoicing it.

The billability of an assignment is set with the Set as Non-billable / Set as Billable action, available both on the ribbon and by right-clicking the mouse. The Non-billable checkbox in the Invoicing tab is updated accordingly.



Setting an assignment as non-billable is not possible if a) the assignment is internal, b) it has active subscriptions, c) it is or it has a sub assignment, or d) Any kind of invoices have been created of it (even if they have been rejected or cancelled).
When an assignment has been set as non-billable, the software asks if the status of its open transactions and/or expenses should be changed to non-billable.

- By selecting Cancel neither the assignment nor its transactions/expenses are set as non-billable.

- OK sets both the assignment and its transactions/expenses as non-billable and changes the transaction/expense amounts to 0.

When a non-billable assignment is reset as billable, the software asks if its transactions/expenses should be set as billable too.

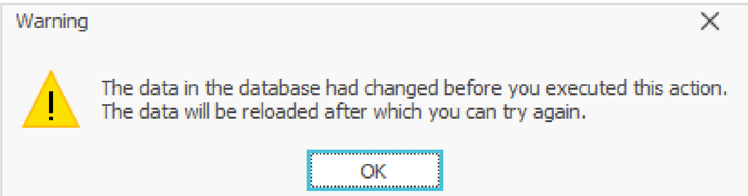
- By selecting OK, both the assignment and its transactions/expenses are set as billable, and the amounts of transactions/expenses are recalculated.
- With Cancel you can cancel the action.

For non-billable assignments, the following actions are not allowed:

- Creating proof or advance invoices, payment demands or subscriptions
- Attaching to a summary invoice
- Crediting an invoice
- Creating a sub assignment.

NOTE! Due to technical limitations, the billability buttons in the ribbon may provide the below warning in some situations. It may happen e.g. when an assignment has already been set as non-billable but, as a result of refreshing the list, the 'Set as non-billable' button has remained active and the user reselects it.

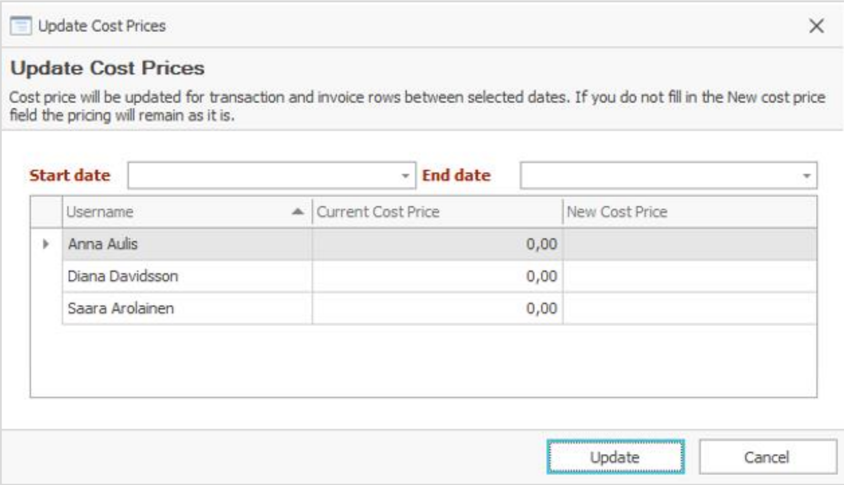
By selecting OK in the below window, the assignment's billability status is updated, and the ribbon buttons will be displayed correctly.



UPDATING COST PRICES TO TRANSACTIONS AND INVOICE ROWS

Sometimes there is a need to update users' cost prices to transactions already registered. The software now enables updating a user's cost price to registered transactions and invoice rows as follows:

1. Go to the Settings > Organization > Users.
2. The list displays all the users in alphabetical order.
3. Select the users whose cost prices you wish to update. You can also select multiple users with the Windows commands, e.g. all users (ctrl + a), users from a specific range (by selecting two names when holding down shift) or individual users (by selecting rows when holding ctrl down)
4. Then select the Update Cost Prices button.
5. Define the Start Date and End Date fields to specify the time range for transactions whose cost price should be updated.
6. Define the required changes to cost prices of the users in the New Cost Price field. The new cost prices which still have not been updated are displayed in italics.

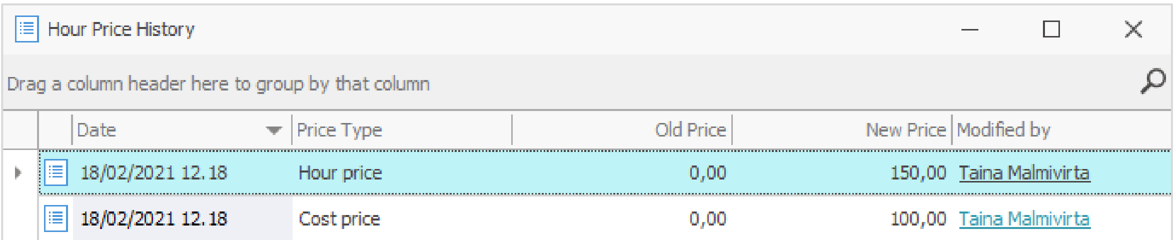


The Update button updates all cost prices over 0 and removes italics from the values entered in the New Cost Price field. The same Update Cost Prices button is available in the window of an individual user. However, it does not update the “Cost Price” field in the user window neither enable setting to zero a user’s cost price.

USER’S HOUR PRICE HISTORY

The ribbon of the User window now contains the Show Hour Price History, enabling a power user to view the changes made to the hour price defined for the user.

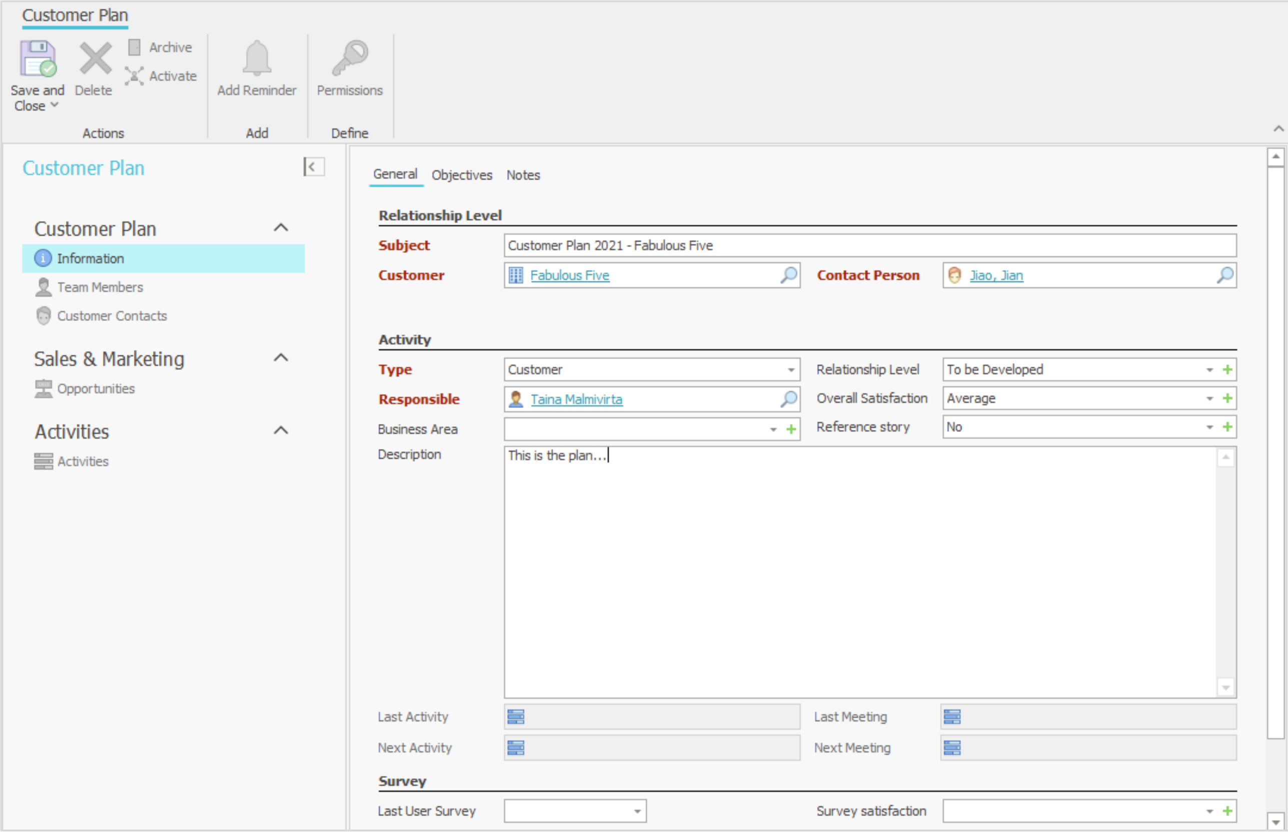
The software only enables viewing the change history. Editing or deleting the history is not allowed.



CUSTOMER PLAN

The software now enables creating customer plans for example to develop the relationship or to sell additional services to the customer. A customer plan can also be created for a prospect that has no assignments by first converting the prospect to a customer.

The Customer Plans folder is found in the Sales and Marketing group of the Customers area and in the customer window. A customer plan is added by selecting New on the ribbon and filling in the required details:



- Enter a subject for the plan, select the customer and a contact person for corporate customers.
- In the Activity part, define the customer type (customer/prospect) and who is responsible for the plan. For prospects, some fields are deactivated.
- You can also define the customer's business area and add their current relationship level and overall satisfaction. In the Reference story field, you can define if the customer has given us a reference, or we are currently working on it.
- The customer plan can be summarized in the Description field, and the Plan tab offers fields for entering its objectives. However, these fields are not mandatory, so you may choose to add the plan as a PDF file (max 1 MB) to the Notes tab.
- If the customer has either former or future activities or meetings agreed, their dates are displayed in their own fields. Please note that until an activity is marked as completed it is displayed in the Next Activity field even if its date is in the past.
- If the customer has taken a satisfaction survey, you can add its date and the survey result to the customer plan. The actual survey report can be attached to the Notes tab as a PDF file (max 1MB).

If the customer plan contains activities targeted on multiple contacts of the customer organization, they can all be added in the Customer Contacts folder. In case there is a larger team involved in the customer plan, the other persons can be added in the Team Members folder. To both folders it is possible to select also other contacts than the ones linked to the customer and your own company.

The customer plan is implemented by adding and delegating activities in the Activities folder. As part of the customer plan, you can also create opportunities for the customer in the Opportunities folder.

To react on customer plan related activities which have been defined for your own customers, the Customer Plans folder offers the 'My Customer Activities due for Follow-Up' view. You can add a reminder to the view to be notified whenever there is an activity requiring your attention. You can also add a reminder directly to the customer plan in case you wish to take action on it e.g. a month later.

By default, visibility of customer plans is not limited. However, it is possible to limit access to a plan only to its responsible person, to members of user groups defined with the Permissions button and to users who have been added in the Team Members folder of the plan.

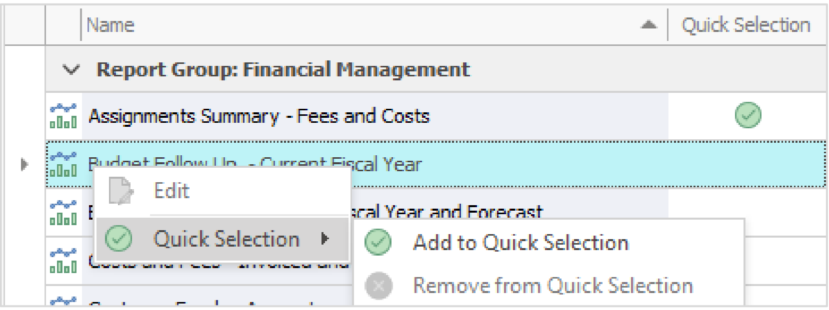
A customer plan can be archived if it no longer has active activities or opportunities. To archive a customer plan, you first need to evaluate its success in the Plan Success field of the Objectives tab. An archived customer plan is still visible in the customer window where it can also be re-activated. You can also delete a customer plan in case there are no activities etc. linked to it.

SETTING REPORTS AS FAVOURITES

Users can now attach their most regularly used reports to the Quick Selection list after which they can be opened from the main window's top bar with one click only.

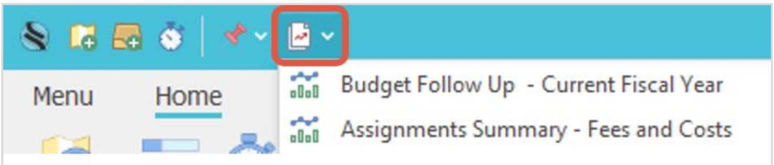
To add a report to the Quick Selection list:

1. Go to the Reports folder and hover the mouse over the desired report.
2. Right-click the mouse and select Quick Selection > Add to Quick Selection.
3. The Quick Selection column, displayed in all report lists, shows that the report has been added as a quick selection.



Now, the report can be opened directly from the Quick Selection Reports list. The list can be found by:

a) Selecting the Quick Select Reports icon in the top bar of the main window and the desired report.



b) Selecting the Home tab > the Reports icon and then the desired report.

REMINDERS TO USERS BY EMAIL

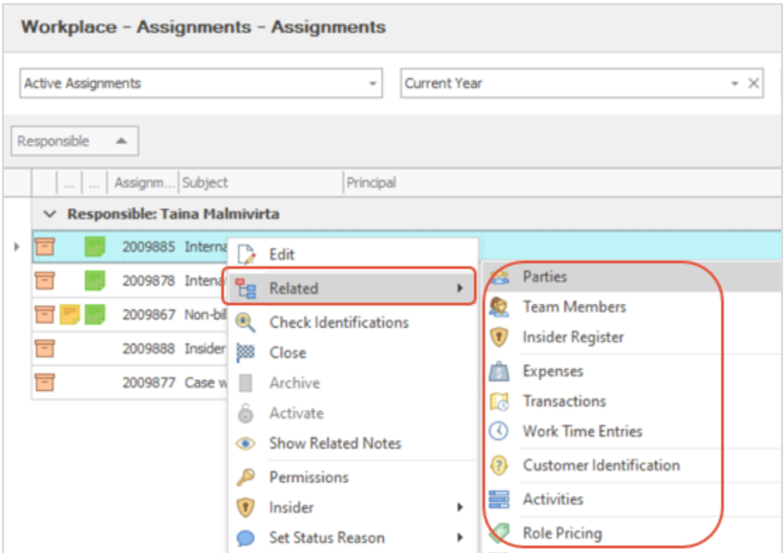
CSI Lawyer's reminders can now be sent to users also by email, which enables reacting on them even if a user does not open the system daily. Reminders are checked every 15 minutes, and when found, an email about the reminders is sent to the email address saved in the user information.

To activate the email reminders, CSI needs to install to the customer the service that enables reminder checks. After that the power user defines in the Settings, system parameters the required Exchange and Reminder parameters.

THE RELATED ACTION

Many customers have been missing the Related action, which was removed from the software in the version 9.1. It is now back to speed up accessing information related to customers, assignments, or invoices.

For example, in the Assignments list you can hover the mouse over the assignment row, right-click it to open a list of the assignment-related folders (Parties, Transactions, Activities, Invoices...) and navigate directly to the selected folder.



OTHER IMPROVEMENTS

USER INTERFACE

RIBBON SIZE SETTING

Users can now define their default size for the ribbon. The small ribbon only displays descriptions of the key actions, and for other descriptions a user can hover the mouse over the icon to see the tooltip.

To define the default ribbon size:

1. Select your user name in the lower right corner of the software and then the Edit button.
2. Select the Parameters button on the ribbon, go to the User Interface Options > Window ribbon size and select Narrow/Wide. The selection will be valid immediately.

Note also that reducing the size of any window has impact on the ribbon. Its large buttons remain unchanged, but the text of small buttons may be hidden. Each window has a minimum size that cannot be reduced further.

DATABASE CONNECTIVITY CHECKER

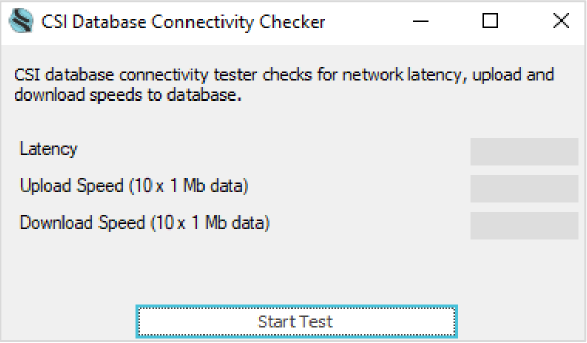
If the database connection fails, the software gives an error message and offers for a user a possibility to check the database connectivity. The same connectivity checker is available for you also in case the software seems to respond slowly. You find it behind the Menu button in the top corner of the main window.

The acceptable connectivity values always depend on the database size and the way the software is used. However, as reference values you can use the following:

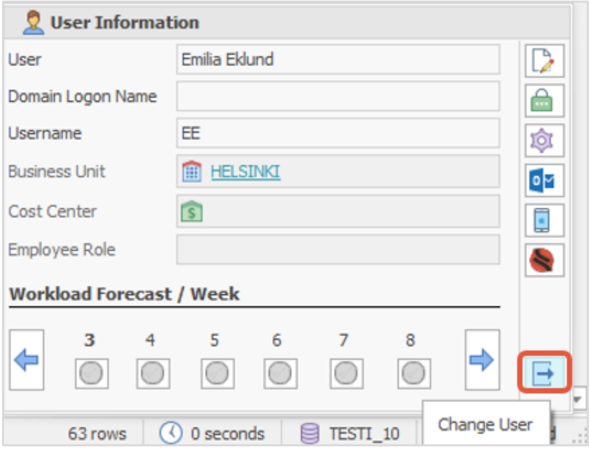
– **Latency:** values above 50,0 ms can be considered as too slow (heavy actions may cause a significant delay).

– **Upload speed:** values below 5,0 can be considered as poor.

– **Download speed:** values below 5.0 can be considered as poor.



RESETTING "REMEMBER ME"



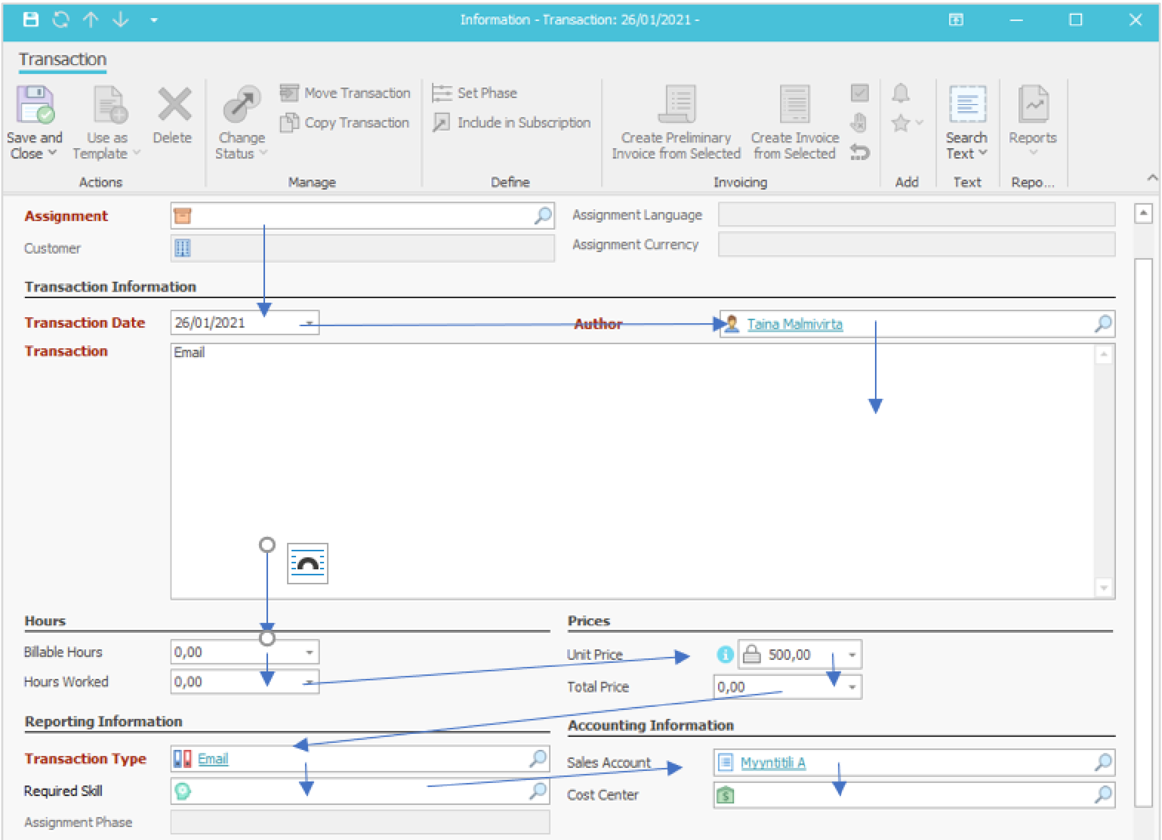
When logging into the software, a user may have chosen the "Remember me" checkbox after which the software opens automatically without asking for a user id and password. However, to improve data security or to log in with another user id, it may later be necessary to abandon the automatic login process.

You can reset the "Remember me" selection with the "Change User" button in the lower right corner of the software. The action logs out the current user from CSI Lawyer and, when opening the software, asks for an id and password.

CURSOR MOVEMENT ORDER AND WARNINGS

<u>Cursor movement order</u>

The order in which the cursor moves with the tab from one field to another has been refined. It now moves one data group at a time, first from top to bottom in the left column and then from top to bottom in the right column.



The change affects the following windows: Company, Person, Address, Assignment, Transaction, Expense, Preliminary Invoice, Invoice, Credit Invoice, Advance Invoice, Summary Invoice, Payment, Proof Invoice, Proof Invoice Row, Activity. **NOTE!** When a cursor moves to a checkbox field, the checkbox is not highlighted due to technical limitations. However, you can change the checkbox value by clicking the space button.

Warnings

The CSI software now gives a warning message if a user attempts to login to the database with an installation package which is of a wrong type or downloaded from an incorrect location. This helps preventing problems when downloading new software versions.

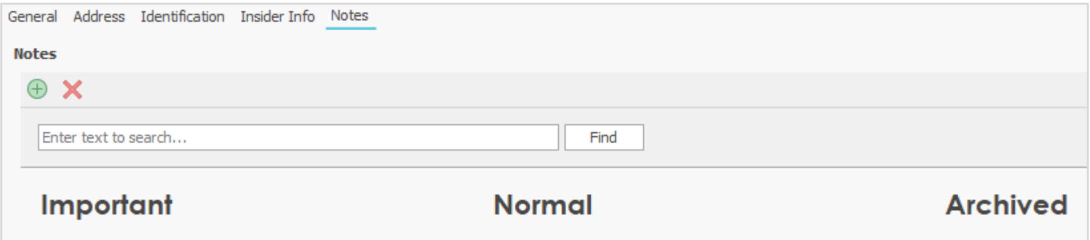
Besides, warning messages related to deleting any information from the software are now more precise, preventing users to delete wrong piece of information by mistake.

IMPROVEMENTS TO THE NOTES

Notes, which can be added to multiple windows, have some additional improvements to support the assignment process. Icons which inform about notes requiring attention have been added to different lists according to the importance category of a note. Many of those lists and windows also offer a button providing a direct access to the note.

Defining importance category for notes

Notes are now categorized based on their importance. In the Notes tab, you can sort the notes between three columns: Important, Normal, and Archived. Important notes are displayed in e.g. invoicing lists. Notes that are no longer relevant can be archived after which they are not displayed on any lists.



You can move notes from column to column by dragging. When moving a note away from the Important column the software asks if you are sure about it. New notes can be added with the green + button and deleted with the red x button.

The window lists notes by their creation date from the most recent one to the oldest. By default, it also shows who created the note and the creation date. If the note has been edited, the name of its editor and the last editing date are displayed instead of the original author and creation date. However, the editing date has no impact to the order of the notes.

An attachment can be added to the note by clicking Attachment and deleted with the Delete Attachment button. To limit the size of the database and to avoid very long response times when opening notes, attachments of e-mail messages are saved to transaction notes only when the total size of the e-mail message and its attachments does not exceed 1 MB.

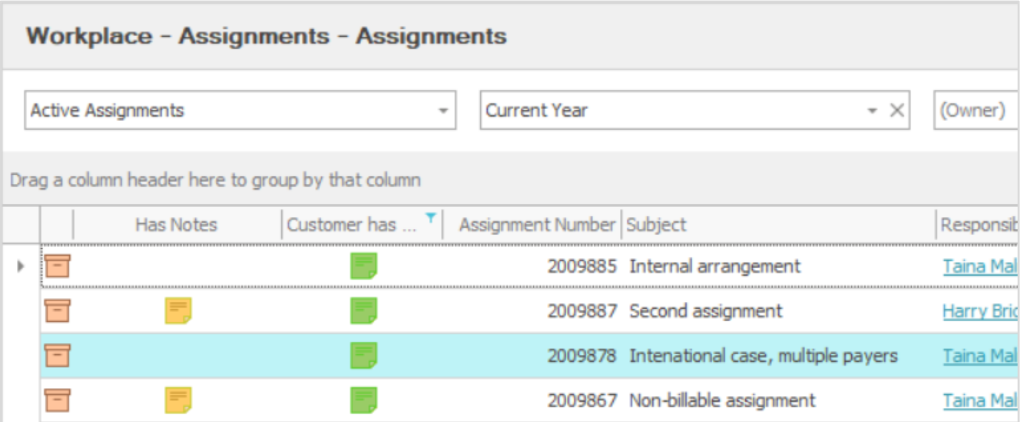
When a transaction is created from an Outlook e-mail message, the software checks if the total size of the message and its attachments is within the allowable limits. If not, the software informs the user about saving only the e-mail message to the transaction notes and recommends the user to save its attachments separately.

Displaying notes on lists

Post-it note icons on different lists show if there are notes that should be taken into account. The icons in the customer, assignment, conflict search and invoice lists indicate that there are valid notes related e.g. to the customer, assignment or preliminary invoice.

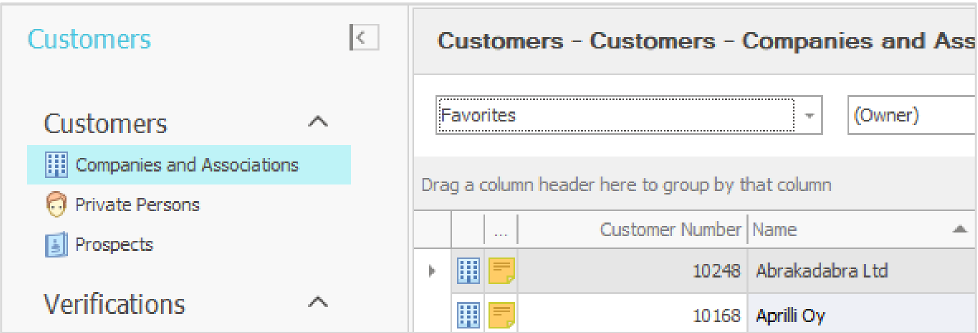
In the Assignments folder, :

- a yellow icon in the Has Notes column indicates that there are notes related to the assignment
- a green icon in the Customer Has Important Notes column indicates that the assignment's principal has notes that are marked as important.



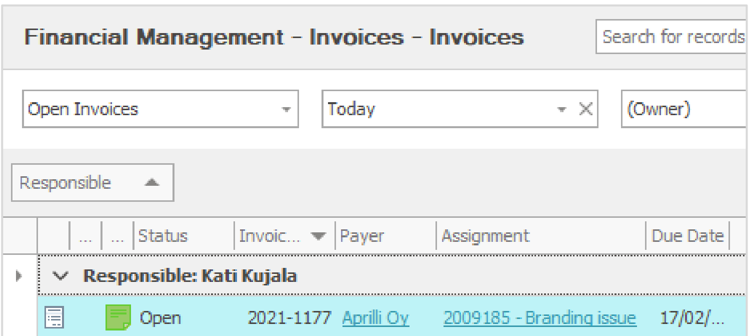
In Customer and Conflict Search folders:

- a yellow icon is displayed in front of a row if there are notes related to the customer. On these lists, the icon is yellow also when the notes have been marked as important.

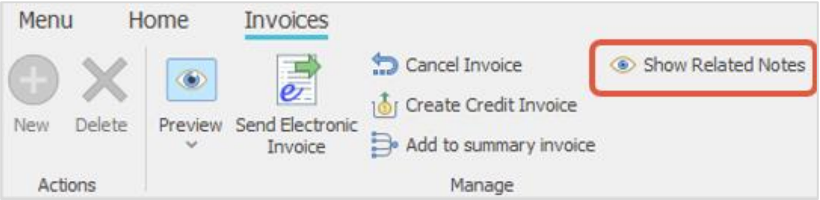


In the Preliminary Invoice and Invoice folders:

- In preliminary invoice lists, a green icon in front of the row indicates that there are important notes added to the principal, to the assignment, or to the transaction.
- In invoice lists, a green icon in front of the row indicates that there are important notes added either to the principal, the assignment, the transaction, or to the preliminary invoice.



Viewing related notes has already been possible in the Preliminary Invoices folder and in the Billable Assignments folder. The Show Related Notes button is now available also in the Invoices folder, showing all important notes related to the selected invoice row.



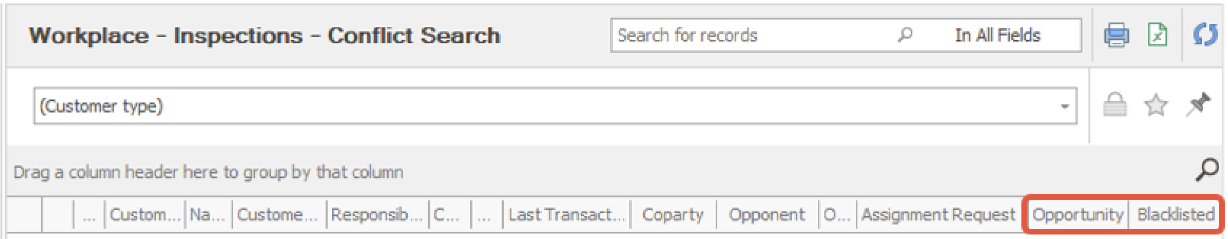
The same button is available in the Assignments folder, displaying any important notes added to the assignment principal.

CONFLICT CHECKS

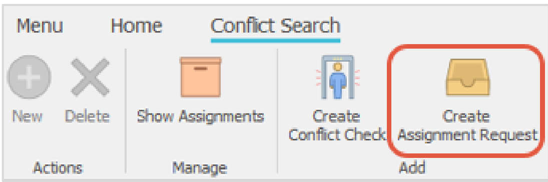
OPPORTUNITIES AND BLACKLISTINGS IN THE CONFLICT SEARCH LIST

The Conflict Search list in the Workplace area has the following additions:

1. The Opportunity column shows if a customer has an active opportunity. The Blacklisted column indicates that the customer is blacklisted so new assignments should not be opened.



2. After carrying out a conflict check you can now directly open a new assignment request by selecting the Create Assignment Request button on the ribbon.



CHANGES IN THE CONFLICT CHECK PROCESS

The conflict check has been changed to better support the assignment process.

New conflict checks can no longer be created directly from the conflict check list. You must first make a conflict search giving a wider group of results for your search criteria. Once done, you can continue with a conflict check directly from the conflict search window.

Alternatively, you can create a conflict check from an assignment request. However, in that case an assignment cannot be created directly from the conflict check, but you need to create it from the assignment request.

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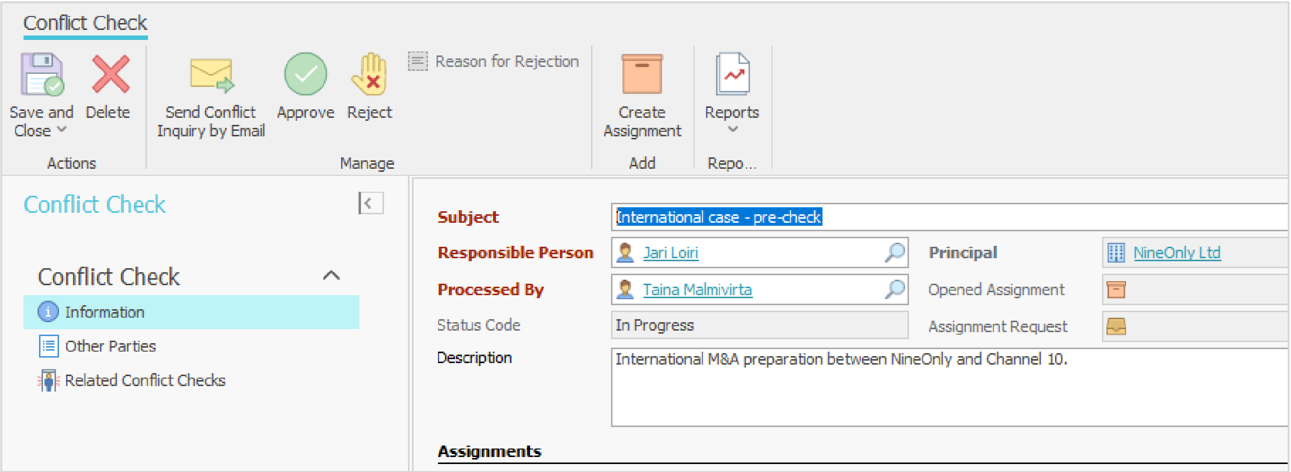
FI-00500 Helsinki

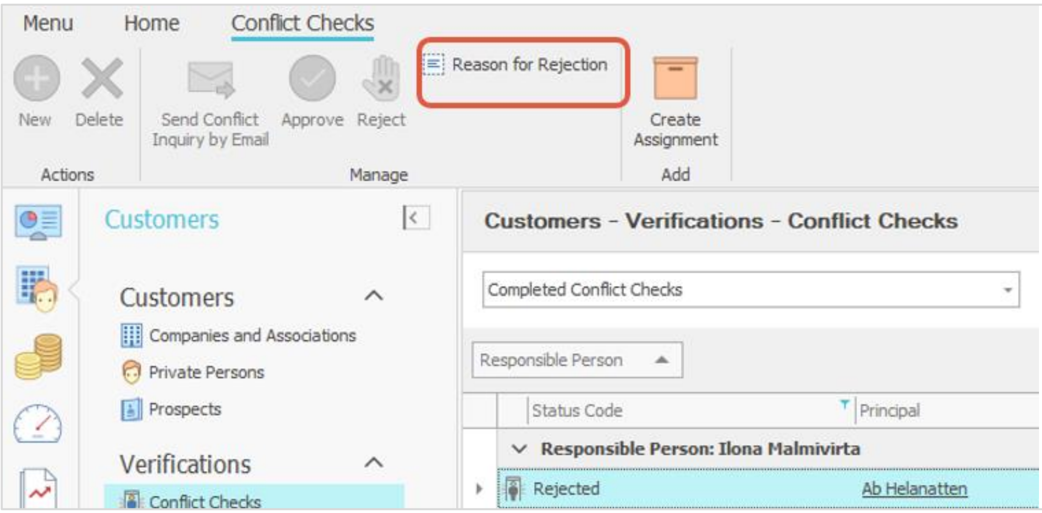
+358 10 322 7880
support@csihelsinki.zendesk.com
www.csihelsinki.fi

There are also new fields and some of the fields have got more descriptive names.



- The former “Description” field is now “Subject”, and the former “Free text” field is “Description”.
- A new field Status Code has been added to the conflict check window, with the options “In Progress”, “Accepted” and “Rejected”.

When a conflict check is rejected a new window opens requiring a reason for the rejection. Information about who and when rejected the conflict check is registered automatically. Rejected conflict checks can be viewed later in the Conflict Checks folder of the Workplace or of the customer by selecting the Completed Conflict Checks view and filtering out the ones with the status Rejected. The Reason for Rejection button displays why a conflict check has been rejected.



The conflict check action in the Assignment Request window has been harmonized with other conflict checks in the software. When created from an assignment request, the assignment request information is automatically copied to it. The conflict check now contains a link to the assignment request. When A saved conflict check contains information about the user who processed it, and when accepted or rejected, the Modified date in its History information is updated. A conflict check can be created from an assignment request only once.

ASSIGNMENT PARTY REPORT ATTACHED TO CONFLICT INQUIRIES

Conflict inquiries sent by email now contain an attachment summarizing information about assignment parties. **NOTE! To get the email attachment, a power user needs to publish the Conflict Check Parties report.** This is done in the Settings, Reports folder by selecting the report and Publish button on the ribbon.

Once the report is published, it will be attached to a conflict inquiry email as a summary of the assignment party information. The information saved to a conflict check will be divided between the email message and the attachment as follows:

The head of the e-mail is in the form "Conflict Inquiry – Principal name ". The e-mail body contains the description entered to the conflict inquiry, other parties as a list, and names of the responsible person and the user processing the inquiry.

PDF Conflict Inquiry - NineOnly Ltd_230320212316.pdf
308 KB

Description:
International M&A preparation between NineOnly and Channel 10.

Other Parties:
-Channel 10

Responsible Person:
-Jari Loiri

Processed By:
-Taina Malmivirta

The name of the email attachment is also "Conflict Inquiry – Principal name". To the end of its name, the software adds the sending date and time of the conflict inquiry.

The attachment lists all parties linked to the conflict check and displays their roles in different assignments.

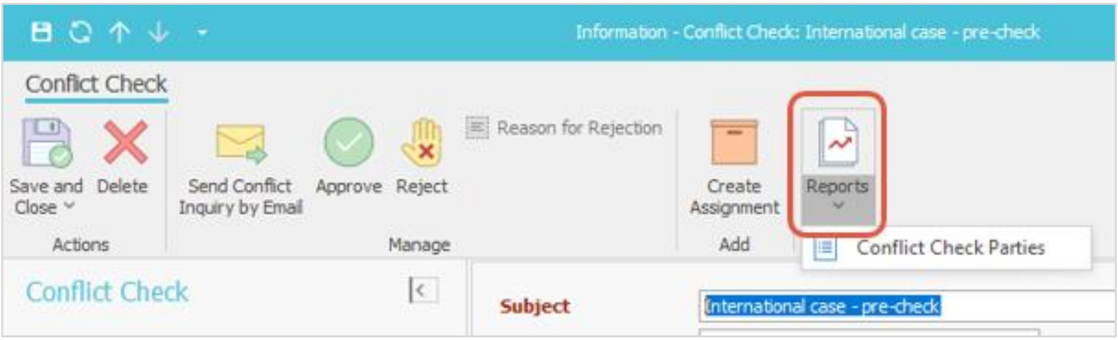
1/1
23/03/2021

Conflict Check Parties:

Conflict Check: International case - pre-check

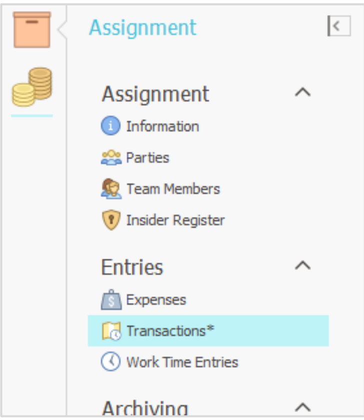
Party	Assignment	Closing Date	Principal	Payer	Client	Opponent
Almost Eight Ltd						
	2009877 - Group assignment			✓		
	2009878 - Intenational case			✓		
Andy's Fishall Ltd.						
	2009111 - IPR criminal action					
Channel 10						
	2009111 - IPR criminal action		✓	✓	✓	
	2009308 - European assignment		✓	✓	✓	
	2009646 - International assignment		✓	✓	✓	
	2009648 - Asian assignment		✓	✓	✓	

Once the conflict inquiry is sent and Conflict Check Parties report created, the report can also be found in the conflict check window, on the ribbon of its Related Conflict Checks folder.



ASSIGNMENTS

MULTIPLE DEFAULT FOLDERS FOR ASSIGNMENTS AND CUSTOMERS



To speed up the software use, users can define their most regularly used folders as personal defaults. So far, for assignments you have been able to define one default folder only, either in the Assignment folders group or in the Invoicing folders group. Now you can set a default folder for both the Assignment folders group (e.g. for Transactions) and Invoicing folders group (e.g. for Invoices). You can also set either of those groups as a default.

In this example, the Invoicing folders group has been set as a default (indicated by the blue underlining), and in the Assignment folders group, the Transactions folder has been set as a default (indicated by the star).

The customer window enables similar default folders for each folder group (customer, assignments, invoicing).

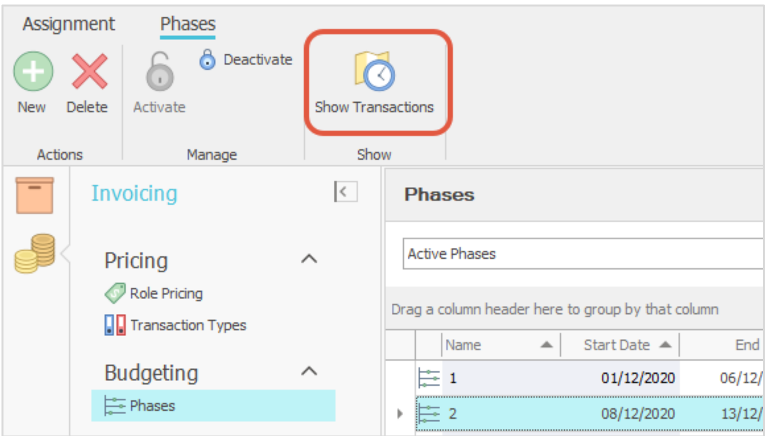
If a user has defined a default folder and later loses access to it due to any changes in the user or navigation rights, the software will open a general default folder. Also, whenever the software is updated to a newer version, the personal default folders must be reset.

TRANSACTIONS BELONGING TO ASSIGNMENT PHASES

A Show Transactions button has been added to the ribbon of the assignment's Phases folder to make it easier to view transactions by phase.

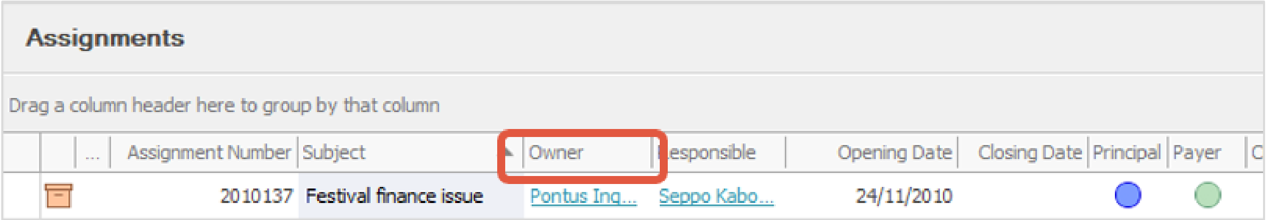
The action is also available by right-clicking the mouse on top of a selected phase, or on the ribbon of an individual phase if you have opened it from the list.

All transactions belonging to the phase are shown as a list that can be printed or exported to Excel.



OWNER COLUMN IN A CUSTOMER'S ASSIGNMENT LIST

The Assignment folder of a customer now displays the Owner column which many customers find more relevant than the Responsible. E.g. for carrying out conflict inquiries the list shows directly who has been the owner in the customer's previous assignments.



ENTRIES

TRANSACTION / EXPENSE TYPE SELECTION COVERING TRANSLATIONS

When adding a new transaction or expense and selecting a type for it using the Look Up Records window, the search also manages possible translations.

SKILL REMOVED FROM WORK TIME ENTRIES AND ACTIVITIES

The Skill field no longer exists in work time entries and activities. If a skill is mandatory for a transaction it can be added when a work time entry or activity is converted to a transaction. As a result, it is no longer possible to convert multiple work time entries or activities to transactions at once. If a skill has been defined as mandatory for transactions, creating transactions automatically from the calendar is enabled only when the user has a skill defined.

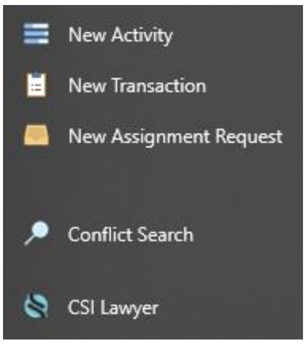
CHANGES CONCERNING CRITICAL TASKS

When synchronized to the Outlook calendar, critical tasks will have a subject consisting of the assignment number and the principal. The subject no longer contains the assignment subject which may be too revealing.

Critical tasks created in the Outlook calendar are red in color, making them stand out from the other calendar entries.

As the Skill field has been removed from activities, this applies also to critical tasks, see the previous chapter.

RENEWED CSI SHORTCUTS

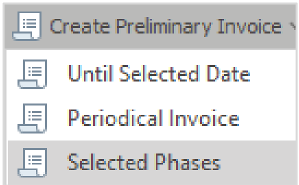


The shortcuts behind the CSI icon have been updated. From the list you can now open the software to create a new activity, transaction, or assignment request, or carry out a conflict search. When creating a new activity or transaction, the software manages the possible default types set for them.

However, when selecting a shortcut, the software asks you to re-enter your login information also in case you already have the software up and running. Therefore, the shortcuts are primarily recommended in case you still do not have the software open.

PRELIMINARY INVOICES

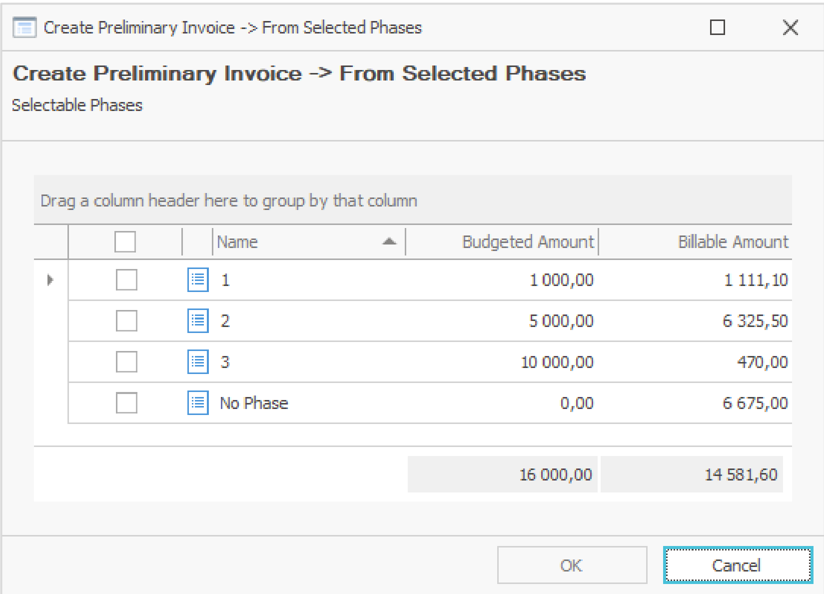
PRELIMINARY INVOICE BY PHASE



It is now possible to create a preliminary invoice of the selected assignment phases only. This action is available on the assignment list ribbons behind the Create Preliminary Invoice button or by right-clicking the assignment row.

The action opens a window displaying all assignment phases having open transactions or expenses. Transactions and expenses which are not linked to any phase are displayed as their own group. The list displays the phase-related budget and the open total of transactions and expenses.

You can select from the list the phases of which you wish to create a preliminary invoice. The invoicing period of the preliminary invoice will thus be the period between the first and the last transaction and/or expense, and current date is selected as its invoice date.



A preliminary invoice created from selected phases cannot be combined with an existing preliminary invoice. If the system finds an unapproved preliminary invoice for the same assignment, it asks if the existing preliminary invoice should be rejected, and a new preliminary invoice created from the selected phases.

CHANGING PAYERS IN PRELIMINARY INVOICES

If during the review process of a preliminary invoice, you need to make changes to payers, you no longer need to cancel the whole preliminary invoice. Payers can be added/changed until the preliminary invoice is approved, i.e. as long as its status is Open, Reviewed or Uplift / Downlift.

A new payer can be added in the Payers folder of a preliminary invoice when the company/private person in question already is a party on the assignment. The new payer's share is automatically 0%/0€, but you can edit the share with the "Adjust Price Per Payer" action.

OTHER CHANGES CONCERNING PRELIMINARY INVOICES

Changing the percentage shares of payers on a preliminary invoice will no longer switch its status to "Uplift / Downlift".

Please note that there is now a possibility to limit the right to approve preliminary invoices to a specific user group. For more details, see the chapter "User rights for approving preliminary invoices".

INVOICES

UPLIFT/DOWNLIFT FOR AN INVOICE CREATED IN THE TRANSACTIONS LIST

An uplift or downlift to an invoice can now also be made also when creating an invoice in the Transactions list. This requires that the "Allow bypassing preliminary invoice phase" parameter has been selected.

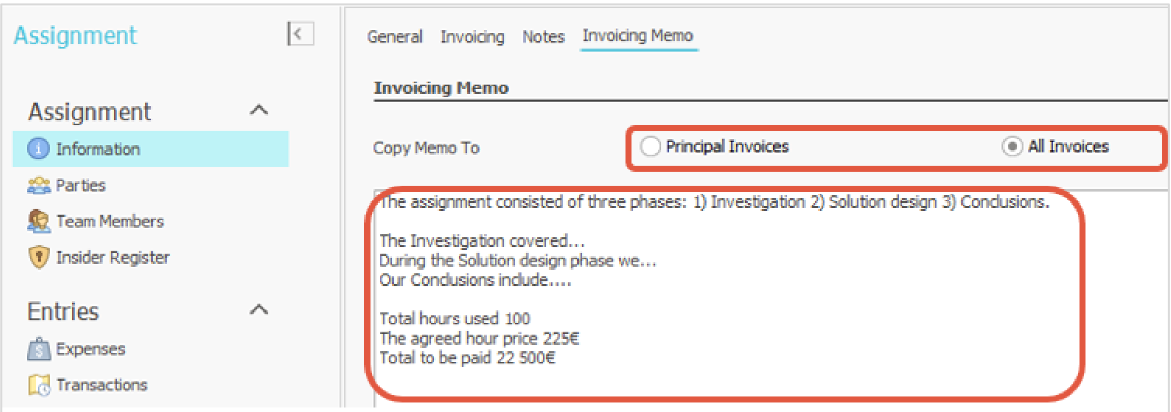
The "Create Invoice from Selected" action thus opens a window with the Uplift/Downlift tab for making an uplift or downlift in net or gross amount. If all the selected rows are zero-priced or have fixed price, the uplift/downlift is not possible. If all the selected rows are marked as non-billable the function is not active at all.

INVOICING MEMO REPLACING INVOICE SPECIFICATION

If you wish, you can replace the normal invoice specification with an invoicing memo. It is a summary of the assignment which is printed to the first (master) page of the invoice.

You can save an invoicing memo already to the assignment or later when creating a preliminary invoice or an invoice. **NOTE!** An invoicing memo can only be attached to preliminary invoices or invoices using the default invoice template or the Finnish/Swedish invoice template. You cannot attach it to invoicing material files (such as Finvoice).

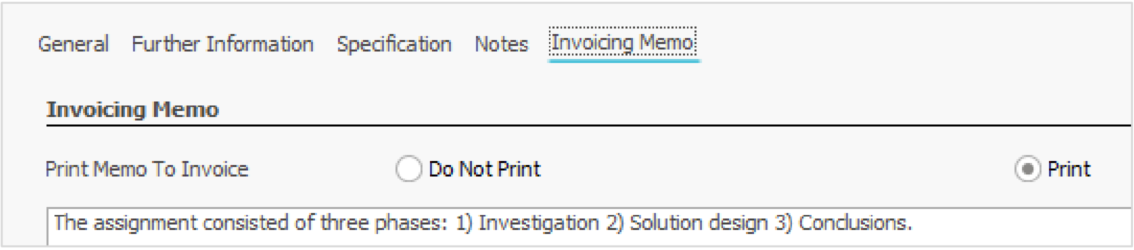
The invoicing memo is activated in the Settings, Business Unit parameters (Invoicing > Invoicing memo in use). After activation, all billable assignments contain the Invoicing memo tab where you can enter the memo content and define whether it is printed only to principal invoices or to all invoices regardless the payer.



Adding an invoicing memo is possible also when creating a preliminary invoice or an invoice. In case an invoicing memo is already added to the assignment, its content and printing selection are copied to the preliminary invoices and invoices where they can still be edited. Changes made to the invoicing memo of a preliminary invoice are copied to the invoice.

If the printing selection is "Principal invoices":

– The content and printing option is shown only on the Principals invoice where the invoice memo can still be edited. As a default the "Print" option is selected.



– Unless the printing selection is changed, the invoicing memo is printed to the first page of the invoice.
– The invoicing memo is not copied to invoice of the other payers nor printed.

If the printing selection is "All Invoices":

– The content and printing options are visible on invoices of all payers under the Invoicing Memo tab. The memo can still be edited.
– Unless the printing selection is changed the memo is printed on the first invoice page of all payers.

PRINTING INVOICE SPECIFICATION BY AUTHOR

A “Print Additional Specification by Author” option has been added to the invoice printing parameters, allowing you to print a separate specification page grouped by author. The specification by author is printed alphabetically and shows the number of hours and net amount recorded by the author.

The author-based specification can also be printed without the regular specification printout. To do this, leave the "Print transaction and expense specification" unselected and select "Print additional specification by author". You can select "Transaction hours per row" and "Transaction amount per row" as printout columns. Other columns, such as those used on a regular specification, are not available for the additional specification by author.

CHANGES TO THE DEFAULT INVOICE TEMPLATE

The Customer / your reference field of the default invoice template now allows up to 100 characters.

In the default invoice template’s specification page, there is a row displaying the payable share of the grand total when there are multiple payers on the invoice.

CSI HELSINKI

2 (2)

INVOICE

Specification
01/07/2020 - 01/07/2020

Invoice Number N20091563
Assignment 2009842
68088 laskutusta usealla maksajalla testi

Transactions	Hours	Net
01/07/2020 68088 testi	1,00	1 000,00
Total	1,00	1 000,00

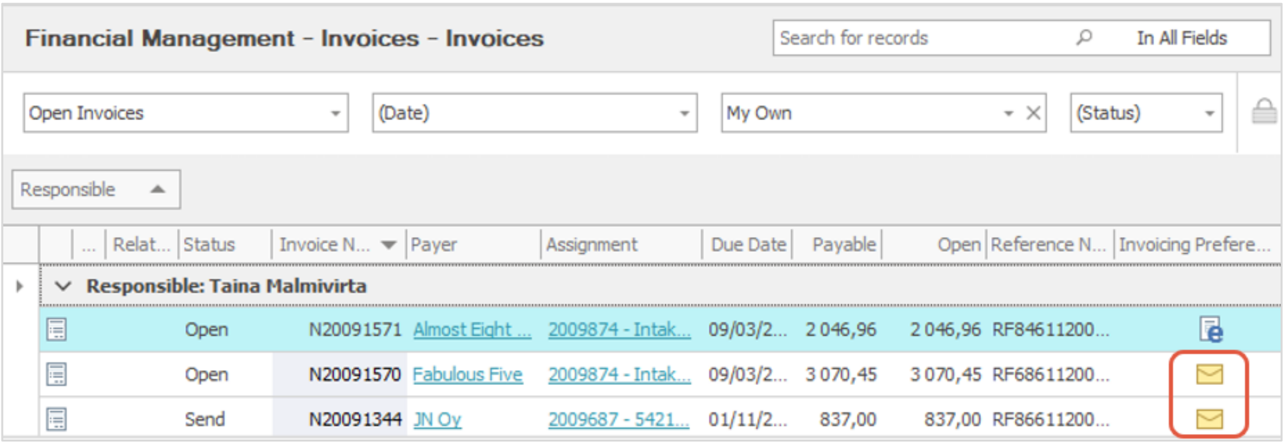
	Net	VAT	Total
Total	**1 000,00**	**240,00**	**1 240,00**
Share	**500,00**	**120,00**	**620,00**

REGARDING FIELD FOR INVOICE AND CREDIT INVOICE ROWS

The Regarding field has been added for invoice rows and credit invoice rows, having a link to the transaction or expense from which it has been created. The field works the same way as the one on proof invoice rows. The Regarding field is not displayed if there is no transaction/expense to be linked.

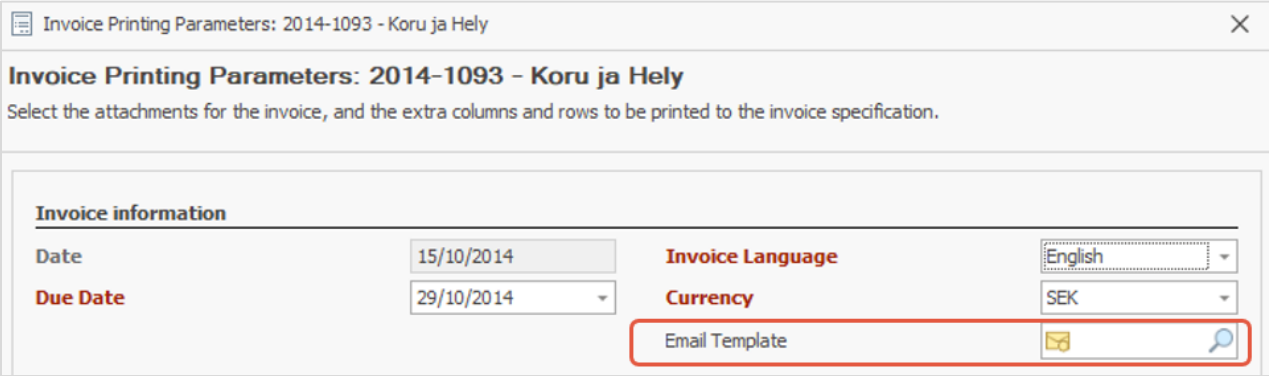
INVOICING PREFERENCE ”EMAIL” DISPLAYED IN THE INVOICE LIST

In the Open Invoices view, the Invoice Preference column now indicates if a customer’s preferred invoicing method is to receive invoices by email. Email will be the preferred method if an invoicing email address has been set for the customer or the payer, there is no e-invoicing information and summary invoice has not been defined as the preferred invoicing method.



DEFAULT EMAIL TEMPLATES FOR INVOICES BY EMAIL

The software enables setting default email templates for normal, advance and credit invoices. Thus, it is no longer necessary to define the email template separately in the printing dialog of invoices.



You can define the default email templates for invoice templates as follows:

- Go to the Settings > Templates > Invoice templates.
- Select the invoice template for which you wish to set default email templates or create a new invoice template.
- Select the default email templates to be used for different invoice types.

If an invoice template is replaced with another template during the invoice printing dialog, it also affects the default email template to be used. When sending an invoice by email, the email will be printed in the invoice language if translations have been added to email templates.

SENDING INVOICES TO INSURANCE COMPANIES BY EMAIL

In assignments with a legal insurance, invoices to insurance companies can now be send also by email by selecting the option behind the "Send to insurance company" button on the ribbon.

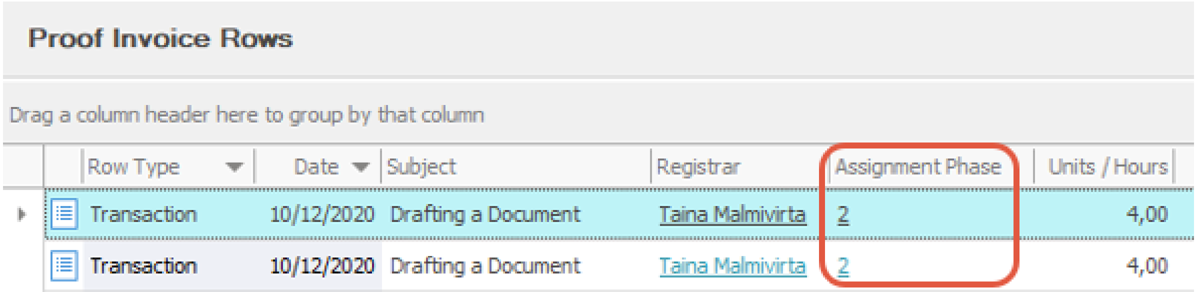
The email address of the recipient to be used is: 1) invoicing email address of the insurance company, 2) invoicing email address of the insurance company's invoicing contact, 3) email address of the insurance company's invoicing contact, or 4) email address of the insurance company.

Similarly, an email address is added to the CC field of the message as follows: 1) invoicing email address of the party, 2) invoicing email address of the payer, 3) invoicing email address of the payer’s contact, 4) email address of the payer’s contact, or 5) email address of the payer.

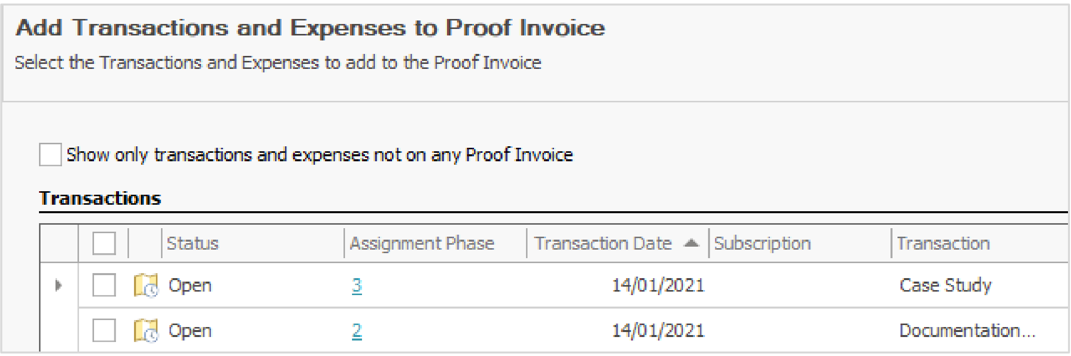
OTHER INVOICING RELATED CHANGES

PROOF INVOICE BY PHASES

If assignment phases are in use, you may want to select to a proof invoice only transactions and expenses belonging to a particular phase. To enable it, a column indicating the phase of a transaction or expense has been added to the Proof Invoice views.



The phase column is also displayed in the window where you can add new transactions and expenses to a proof invoice.



Creating a new proof invoice based on a phase is not possible; all rows to be excluded from the proof invoice need to be deleted manually. On a proof invoice, it is possible to edit or remove the phase-related transactions or expenses, but these changes have no impact on the actual registrations at the assignment level.

PAYMENT DEMAND FROM SUMMARY INVOICES

A payment demand can now be printed also from a summary invoice. However, adding a reminder fee or delay interest is not possible. A payment demand of a summary invoice can be printed at any time, regardless of the due dates of the summary invoice or the normal invoices attached to it.

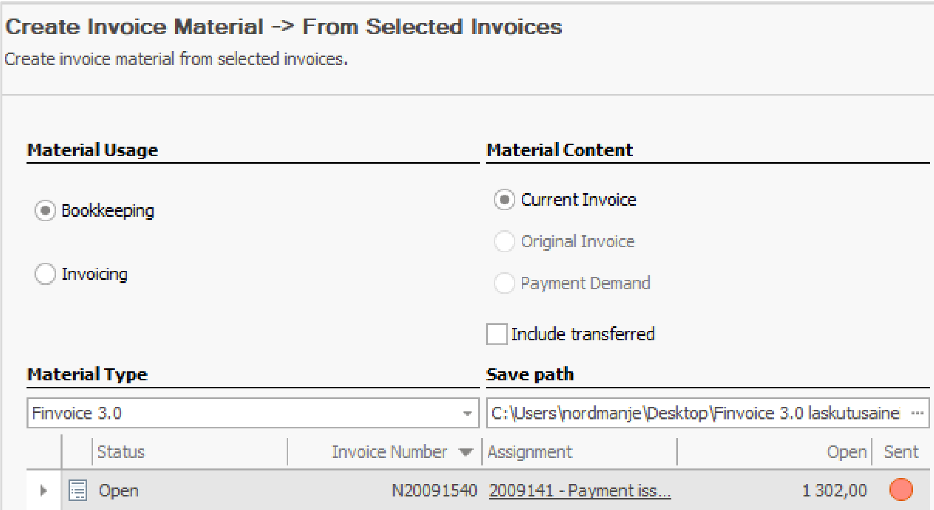
To avoid sending by accident a payment demand of an invoice belonging to a summary invoice, the software informs if a payment demand is being created for an invoice which belongs to an open summary invoice. A similar warning is displayed when a payment demand is being printed for multiple invoices of which some are on a summary invoice. However, the software does not inform which of the selected invoices belong to a summary invoice.

PRINTING A CANCELLED SUMMARY INVOICE AS A CREDIT INVOICE

In case a summary invoice is cancelled, and a customer needs a document of it, a summary invoice with a status Cancelled can be printed as a credit invoice and sent to the customer.

To do this, simply select Print Summary Invoice. The cancelled summary invoice is printed with the “Credit Invoice” text and negative amounts in the first page.

LAYOUT CHANGES OF THE INVOICE MATERIAL CREATION WINDOW



The Create Invoice Material window has a new layout.

The selections available for creating the invoice material have been grouped under separate headings.

E-INVOICE NOTES WITH INFORMATION ABOUT ATTACHMENTS

The Finvoice, MaventaAPI and Peppol plugins create a note if attachments are sent with an e-invoice. A new note "Sent as an e-invoice" includes the names of the attachments sent. Information about the attachments sent is also added to the xml-file saved as a separate note.

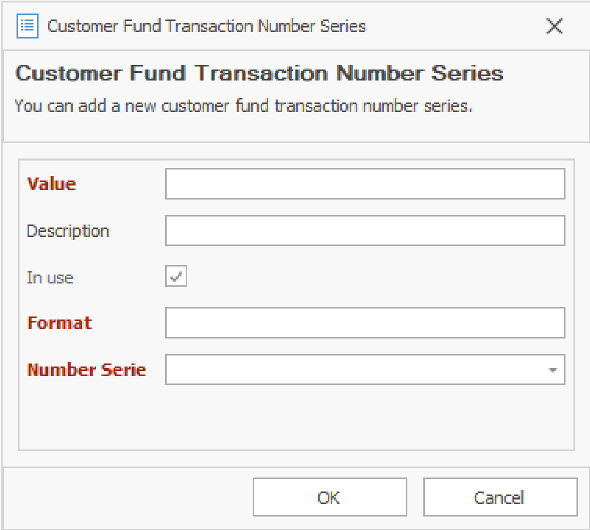
NUMBER SERIES FOR CUSTOMER FUND TRANSACTIONS / VOUCHERS

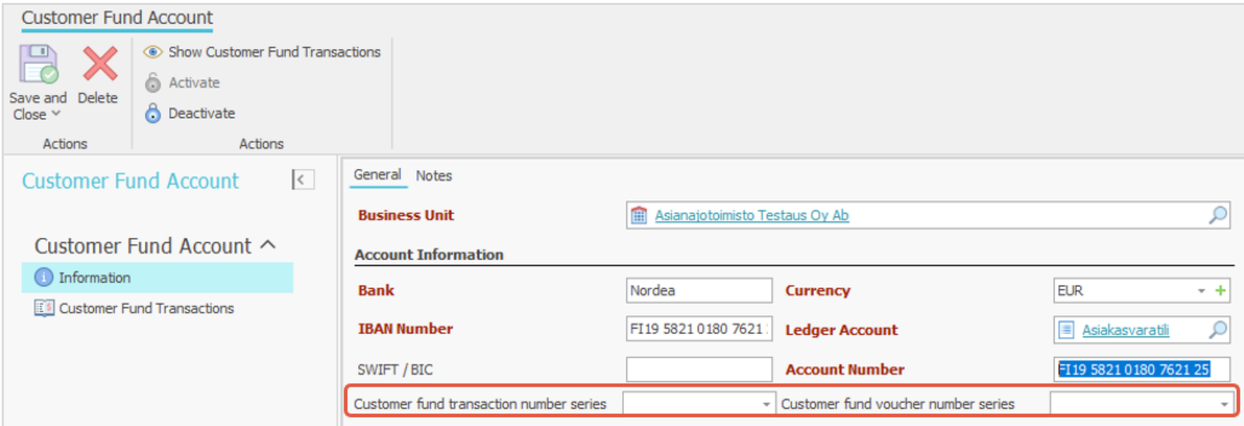
The legislation requires separate customer fund accounts for managing bankruptcies and customer funds of private persons. You can now have separate number series for transactions and vouchers of these accounts.

Take the second customer fund account into use as follows:

1. First, define a new customer fund transaction number series in the Settings > Financial Settings > Customer Fund Transaction Number Series.

2. Select New to add a new number series.
3. Name the number series (Value).
4. Define the format of the number series
   - dd = current day
   - mm = current month
   - yyyy = current year
   - **NOTE!** Use small letters and "#" for numbers.
5. Select to the Number Series field the desired number series for customer fund transactions.
6. Similarly, add a new number series for customer fund vouchers (Settings > Financial Settings > Customer Fund Voucher Number Series).
7. Next, go to the business unit and add a new customer fund account in the Customer Fund Accounts folder.





8. Define the number series for both customer fund transactions and customer fund vouchers.

The new number series are now ready for use. They are saved to new customer fund transactions when selecting the customer fund account. After saving the customer fund transaction it is no longer possible to change its customer fund account.

INTEGRATIONS

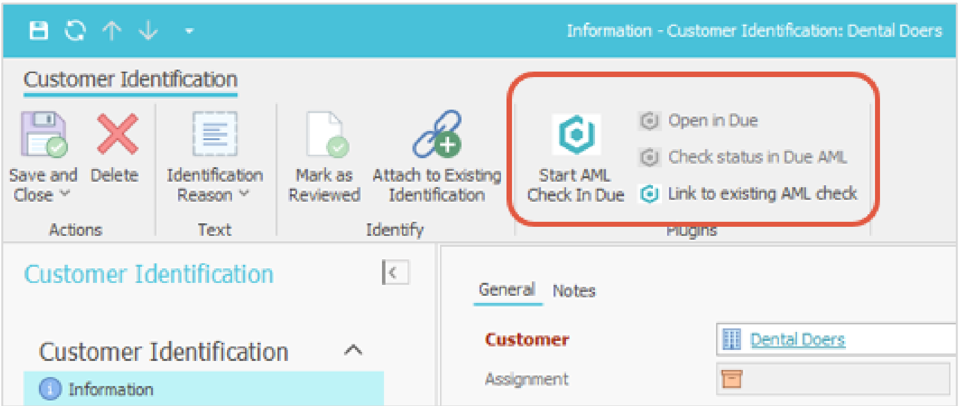
DUE AML FOR AML CHECKS, KYC, AND RISK ASSESSMENT

The software can be integrated to the Due AML Lawyer service, enabling AML checks, KYC, and risk assessments under the AML legislation.

The integration is activated by installing a Due plugin and by making the required definitions in the system parameters.

Once done:

– The ribbon of the customer identification window displays Due-related actions



– A new customer identification in CSI Lawyer starts an AML check in Due if the "Start AML Check Automatically" parameter is selected.
– In Due, companies are searched by their VAT number and private persons by their name.
– When the AML check in Due is ready, it is automatically marked as completed also in CSI Lawyer.
– In case the customer has an existing AML check in Due, it can be linked to a customer identification in CSI Lawyer. However, linking can be done only once; the software does not validate the data entered to the link field nor enable editing it afterwards. Leaving the link field empty or entering to it a Due AML ID which already has been linked result as an error message.

To define the parameters required for the integration go to the Settings > System parameters > Plugins > Due Compliance, define the API User ID and API Password and select “Start AML check automatically”.

DOKS FOR AML CHECKS, KYC, AND RISK ASSESSMENT (FINLAND)

CSI Lawyer can also be integrated to the DOKS service which supports meeting the AML legislation requirements. The integration is activated by installing a DOKS plugin to CSI Lawyer and defining the DOKS API key in the system parameters (DOKS integration parameter).

Once done:

– The ribbon in the window of corporate customers and private persons contains a new Open in DOKS button.
– The action opens the website of the DOKS service and searches for the customer either by the business ID or the personal ID.
– In case the CSI user has an email address saved, the system logs into the DOKS service automatically.

During the spring 2021, the DOKS integration will be complemented to offer more advanced functionality.

MERGING OF CUSTOMERS COVERS ALSO M-FILES DOCUMENTS

When two customers are merged, the deactivated customer’s M-Files document archive is transferred to the active customer’s M-Files archive.

CHANGES RELATED TO ROMEO LEGAL AID INVOICING SERVICE (FINLAND)

The functionality concerning management of legal aid cases has the following changes;

Court Department field; this field has been deleted from the Legal Aid Claim window and information that has been saved in this field earlier is no longer sent to Romeo.

Matter-specific fee; this field has been added as a legal aid invoicing type to Romeo. You can add it to transactions in the list that opens when selecting the "Send claim" action or directly to the transaction type in the Settings.

Legal Aid Asylum Seeker decision type; to a legal aid decision, it is possible to add a new decision type "9 – Legal Aid Asylum Seeker". The decision type must first be added to the Settings as follows:

- Go to the Settings > Assignment Settings > Legal Aid Decision Types and select New.
- Enter the required information: Decision Type: Legal Aid Asylum Seeker and Code: 9

The following fields have been added to the Legal Aid Claim window:

- **Asylum seeker number**
    - The field is numeric and must contain 6-7 numbers.
    - The field is mandatory if the decision type code is 9

- **Matter-specific fee;** the field is enabled only when the decision type code is 9. You can select to the field one of the following values:
    - Administrative procedure
    - Administrative procedure, interview
    - Administrative Court, regular
    - Administrative Court, demanding
    - Supreme Administrative Court, regular
    - Supreme Administrative Court, demanding
    - Administrative procedure, limited
    - Administrative Court, limited
    - Supreme Administrative Court, limited

When the decision type code is 9 and a value has been selected to the Matter-specific Fee field, the Minimum Claim field is always selected.

SETTINGS

ALLOWED CUSTOMER RESPONSIBLE PERSONS

You can now define which users can have the role as a customer responsible for companies and associations.

1. Go to the Business Unit parameters > Customers and Assignments > Customer Security > Allowed corporate customer responsible persons.
2. Define the user group whose members can be set as a customer responsible.
3. Once done, only users belonging to the group can be set as responsible for corporate customers. Responsible persons added prior to setting the parameter stay intact.

USER RIGHTS FOR EDITING CUSTOMERS

The right to edit customers can now be restricted to one user group only by activating the parameter as follows:

- Go to the Settings > User Settings > User Groups
- Select New and enter to the Value field the name for the group (e.g. Right to edit customers)
- Select the members for the group
- Next, go to the Settings > Application Parameters > System Parameters or Own Business Unit Parameters
- Scroll down to Customers and Assignments > Customer Security
- Select the above user group for the “Allowed editing only for User Group X” parameter
- Select OK and restart the software.

If the parameter has no value, all users have the right to edit the customer information. When a user group is set for the parameter, users who are not members of the group can only view the information and add activities for the customer. Power users still have the right to edit all customer information.

USER RIGHTS FOR EDITING ASSIGNMENTS

So far, it has been possible to restrict opening new assignments to a specific user group. Now you can also restrict their editing to one user group only. **NOTE! From now on, to open new assignments, a user must belong both to a user group having the right to open new assignments and to the group having the editing rights.**

To activate the parameter concerning the rights to edit assignments do as follows:

- First go to the Settings > User Settings > User Groups
- Select New and enter to the Value field the name the group (e.g. Right to edit assignments)
- Select the members for the group
- Go to the Settings > Application Parameters > System Parameters or Own Business Unit Parameters
- Scroll down to Customers and Assignments > Assignment Security
- Select the above user group for the “Allowed editing only for User Group X” parameter
- Select OK and restart the software.

If the parameter has no value, all users have the right to edit the assignment information. When a user group has been defined as a value for the parameter:

- Users who belong to a user group having the right to edit assignments but not to the group having the right to open new assignments, can only edit information of assignments and not open new ones.
- Users who belong to a user group having the right to open new assignments still cannot open assignments without also belonging to the user group with the right to edit assignments.
- Users who do not belong to a user group having the right to edit assignments can only register transactions, expenses, work time entries and activities to assignments but cannot make changes in the Parties, Team Members, or Insider Register folders.

Power users still have the right to edit all assignment information.

USER RIGHTS FOR EDITING THE REVIEW PROCESS

Users belonging to a user group with extended rights to assignments and preliminary invoices are now also able to edit the assignment-level review process of preliminary invoices.

You can define extended rights to a user group as follows:

- Go to the Settings > Application Parameters > Own Business Unit Parameters > Customers and Assignments > Assignment Security > Extended rights (Assignment and Preliminary Invoice)
- Define the user group to which you wish to grant extended rights.

Each business unit of the company can be defined a different user group having extended rights. Permissions will thus be defined based on the assignment's business unit. If the parameter is undefined, only power users have the right to make changes to the review process in the Review Steps folder of the assignment.

USER RIGHTS FOR APPROVING PRELIMINARY INVOICES

You can define a separate user group with rights to approve preliminary invoices in the business unit parameters > Invoicing > Preliminary Invoice > Rights to approve preliminary invoices. Once a parameter is defined, only users in that group and power users have the right to approve preliminary invoices.

This parameter does not give permission to create or edit preliminary invoices nor to create invoices based on approved preliminary invoices.

USER ACCESS TO OWN ENTRIES ONLY (ADDED 7.6.21)

For views displaying entries you can now define for a specific user group a filter "Own" after which all users belonging to that user group can only see their own entries. The restriction is added in the Settings (> Software Parameters > Own Business Unit's parameters) where there are two new parameters:

"Show own entries only in main window for user group"

- The parameter has impact in the Workplace task area both to the folders in the Entries group (Expenses, Transactions, Work Time Entries) and to the folders in the Review Group (Expenses and Transactions).

"Show own entries only in subfolders for user group"

- The parameter has impact
  - in the corporate or private customer window, to the folders in the Entries group (Expenses, Transactions) and to the folders in the Review Group (Expenses and Transactions).
  - in the assignment window, to the folders in the Entries group (Expenses, Transactions, Work Time Entries).

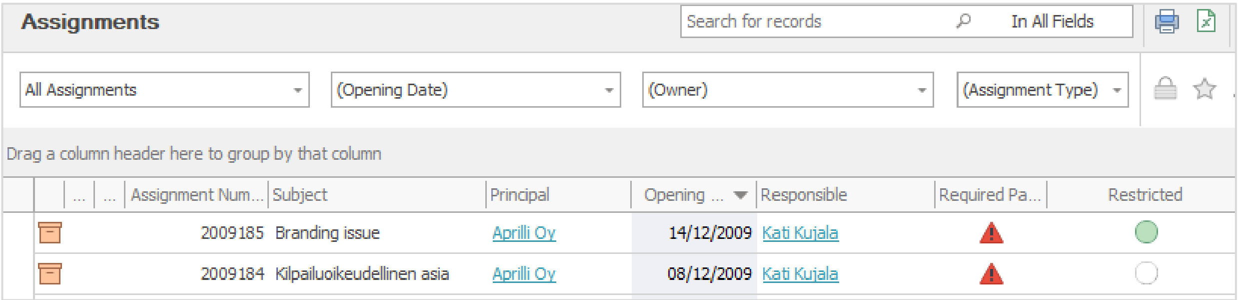
Users belonging to the user group in question cannot change the Owner filter in the above lists but are always displayed their own entries only.

CHECKING USER GROUP'S ACCESS TO ASSIGNMENTS

Power users can now check different user groups' access to assignments as follows:

1. Go to the Settings > User Settings > User groups.
2. Select the user group and Assignments on the ribbon.

The software displays all assignments to which the user group has access. There is a green dot in the Restricted column if the assignment is restricted to this user group only.



PARAMETER TERMINOLOGY CHANGES

Assignment and preliminary invoice related user rights

The terminology of the following parameters has been clarified and they are now displayed under the Customers and Assignments > Assignment Security group (either system or business unit parameters):

- "Group to open billable assignments" was earlier "Allow opening only for User Group X"
- "Group to open internal assignments" was "Opening internal assignments requires extended rights".
  - The former selection was "Yes/No/Not defined". Define a user group that has the right to open internal assignments.
  - If the former value was “Yes”, the parameter now has the same value as the "Access Rights for Modifying Assignment and Preliminary Invoice" parameter. However, it can be changed.
- “Group to re-open closed assignments" was "Restrict Re-opening to User Group X".
- "Extended rights (Assignment and Preliminary Invoice)" was "Access Rights for Modifying Assignment and Preliminary Invoice". **NOTE!** This parameter is available in the business unit parameters only.

Service restriction parameters

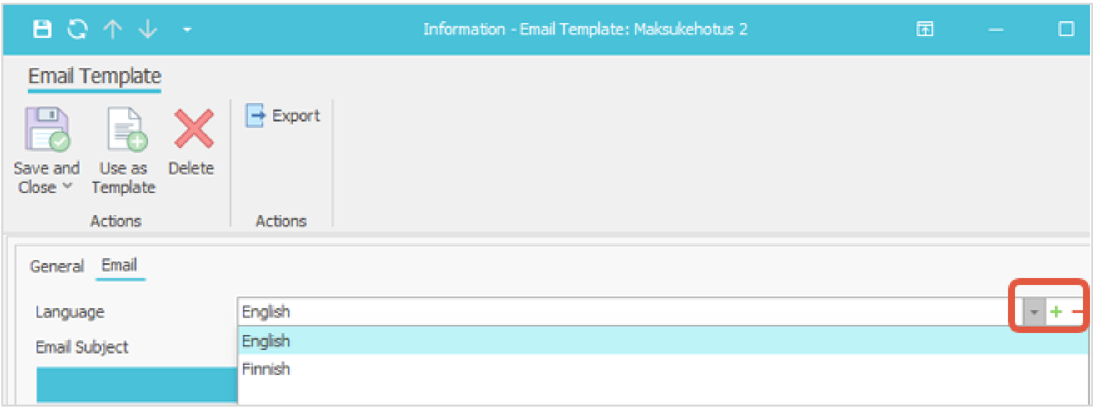
The Service Restriction Alert parameters (names, available options, and warning texts) have been clarified in the system parameters. They affect customers having a service restriction for e.g. due to late payments.

The updated parameter names (former ones in the parentheses) are the following:
1. Opening an assignment with service restriction (Assignment alert type)
2. Creating a transaction with service restriction (Transaction alert type)

Both parameters have the optional values Allowed / Warning / Denied (formerly No alert / Warning / Error).

TRANSLATIONS OF EMAIL AND DOCUMENT TEMPLATES

The language selection of document and email templates has been moved from the Document / Email tab. Only languages with translations can be selected. The buttons on the end of the field allow adding new translations or removing existing ones.



DEACTIVATION OF A BUSINESS UNIT

A business unit can be deactivated unless it is the main business unit or the only business unit defined. Business units that have been set as a parent company cannot be deactivated until their sub-units have first been deactivated. All users attached to the business unit must also be deactivated before deactivation.

In case the business unit has open invoices and/or active assignments the software will inform about them and ask the user to confirm the deactivation.