Change document
CSI Lawyer 12.1

September 2024, updated 20.4.25

CONTENT

NOTE IN THE VERSION 12.1

System environment requirements for the version

1. CSI Helsinki only supports the two most recent versions of CSI Lawyer. Currently, the supported versions are 12.1 and 12.0. If your company uses an older version, please update it as soon as possible.

2. The version 12.1 has been tested using the SQL Server 2016 and CSI cannot guarantee its compatibility with older versions. In case your company uses an older SQL Server version, please contact your IT support to have it updated.

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

Verification of invalid foreign keys and database views

When updating to the previous versions 11.0 and 12.0, the software has checked the database integrity. If the software has been unable to automatically fix some of the invalid foreign keys found in the database, the power user has been able to send an error log to CSI to get the errors fixed. If your office already has in use the version 12.0 this verification will not be performed when updating to version 12.1.

However, the verification is made if you upgrade to version 12.1 from version 10.1 or 11.0. The power user updating the system may thus get the following notification and request to send the error log to CSI:

"Errors were found during the system checkup of the database foreign keys. The errors currently cause no problems in the use of the system, but for future versions of the CSI software to work, these keys need to be fixed. Send an error list to the CSI support below."

NOTE! The receiver of this notification should send the error log to the CSI support as she/he is the only one having access to it. The button opens the email program, with the error log as an attachment. We recommend adding to the message a brief description about the error log being related to foreign keys.

Deficiencies in foreign keys are found particularly in databases which have been in use for a long time. They do not prevent the use of version 12.1 nor have any impact on its functionality. However, they should be fixed at the latest when taking into use the new CSI mobile application.

GENERAL USER INTERFACE CHANGES

Optimization of the software when selecting multiple rows

The software has been optimized in situations where several rows (more than 1000), for example in the matter list, are selected with the key combination Ctrl+A. Selecting all rows in the list now only takes a few seconds.

Moving to the search results with the tab key in the Look up Records windows

To speed up selections, the operation of the tab key has been corrected in the Look up Records windows. When any of the or data selection is opened, the mouse cursor defaults to the Find field. You can now use the

tab key to move between the Search field and the search result list without the mouse. This speeds up e.g. making time entries.
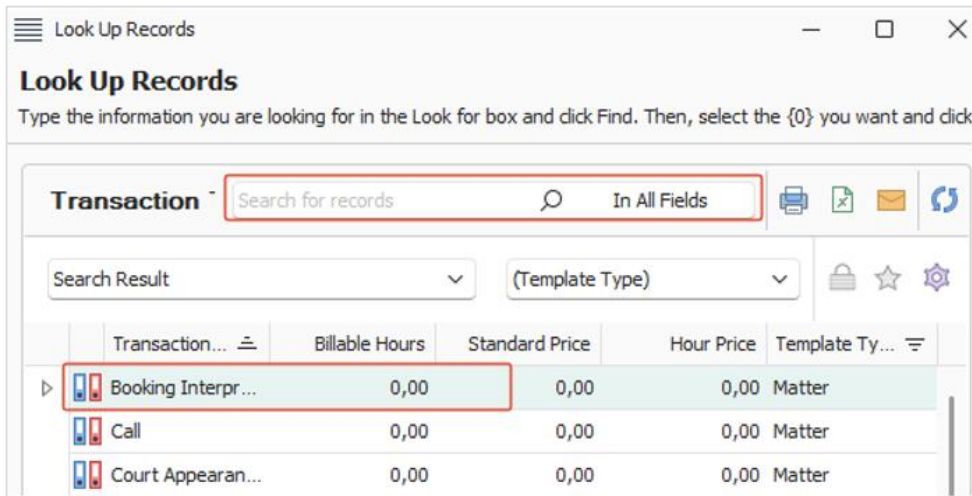
Displaying the number of list rows retrieved / selected

The list-related information displayed in the lower bar of the different windows of the software has been harmonized with the main window. All windows which contain lists now show the number of rows retrieved and the duration of the search, but e.g. the calendar views do not display that information.
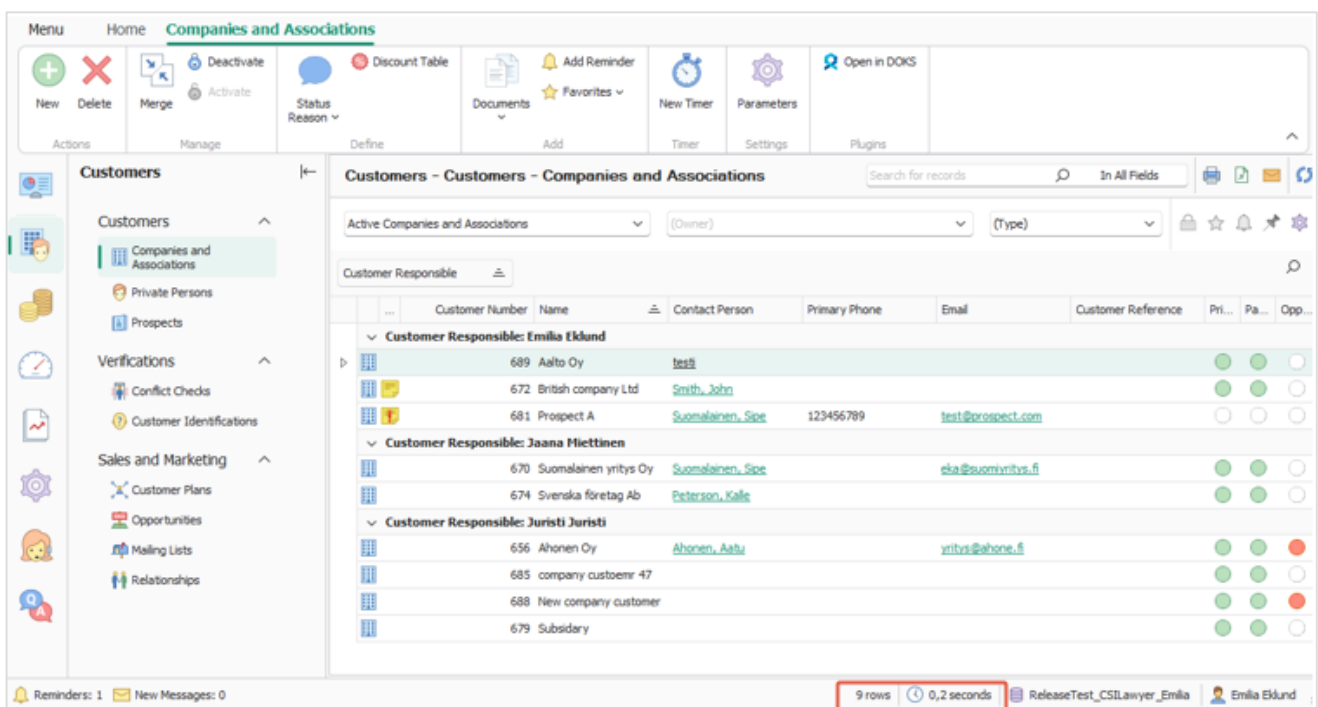
When the searched list is filtered, the bottom bar count is calculated based on the visible rows.

When more than one line is selected from the list, the bottom bar shows the number of the selected lines / the number of the lines displayed.

The change facilitates e.g. the work of the invoicing team, as when checking the preliminary invoice, they can directly see how many lines have been selected.

Lists displaying important notes

So far, lists have displayed both normal and important notes as similar yellow notes icons. Only in the invoice lists have important notes had an icon different from the normal notes.

The notes icons have now been modified to differentiate important notes in all lists. The yellow notes icon still indicates that an entity has one or multiple normal notes. In case the entity has one or more important notes, the yellow notes icon has been complemented with a red exclamation mark.

New CSI theme

There is a new green CSI 2024 theme in the software, matching the new mobile application. The theme can be selected in the main window > Menu > Themes by selecting the theme indicated with the CSI logo.

The screenshots for this document have been taken using the new green theme.
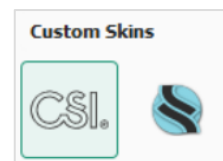
CUSTOMER

Owner, Matter Responsible and Latest Entry Date in the Matters list of the Conflict check window *(added 15.1.25)*

To facilitate conflict checks, the columns Owner (matter owner), Matter Responsible (matter responsible) and Latest Entry Date (date of the last transaction or expense entry for the matter) have been added to the Matters list in the Conflict Check window.

Improvements to the Conflict Check Parties report *(added 24.3.25)*

Grouping options have been added to the Conflict Check Parties report. The matters listed in the report can now be sorted by matter opening date (default) or matter number in descending order. In both cases, completed matters are placed at the end of the list, making the list easier to read. In addition, the report displays the same fields Owner, Responsible Person, and Last Entry (last date of entry of the transaction or expense) that were added to the matter list of a conflict check after the Matter column.

Matter status and identification check date in the customer identification lists

So far, information about the matter status (active/closed) and identification check date has only been visible in the Customers area, in the folder displaying identifications of all customers. To better support identification management, the same details have now been added to

- the Customer Identifications folder of individual customers and
- the Customer Identification window which opens from an individual identification event by selecting the "Attach to Existing Identification" button.

Separate view for identifications expiring within 30 days *(added 24.3.25)*

A new view "Expired and expiring identifications" has been added to the Workplace area > Inspections > Customer identifications list. It displays all customer identification events that have already expired or will expire within the next 30 days. The same view can also be found in the Customer Identifications folder of the matter request, matter, private person and company. The "Expired and expiring identifications" view also allows you to set a view reminder if necessary, which makes it easier to manage identifications.

Reminder to move documents (Shared folder, SharePoint) when merging customers

When saving documents to a shared folder or SharePoint365, the "Merge" function of customers does not move the source customer's documents to the destination customer, but they need to be moved manually.

To avoid situations where the user forgets to move documents the Merge window now displays a warning icon and a notification about the need to manually move the source customer's documents to the destination customer.

MATTER

Possibility to add the matter owner automatically as the responsible person *(added 24.3.25)*

The matter owner and the responsible person are mandatory fields, and in some offices the same user is usually assigned to them. The matter owner added when opening a matter can now also be assigned to the Responsible person field by default. In the Business unit and System parameters, Default values > Matter responsible person parameter now offers the "Matter owner" option.

If selected, the value of the Owner field added to a new matter is also copied to the Responsible person field by default. If the "Matter owner" parameter has been set to the default value, for example, a customer responsible, it is also copied to the Matter Responsible field. The responsible person can be changed manually, but if the owner is changed afterwards, the new owner will also be updated to the Responsible field. Once the new matter has been saved, editing the owner information will no longer affect the Responsible field.

Verification of removal of rights of a protected or insider matter team member *(added 16.10.24)*

In a certain situation, a team member may have retained access to a protected or insider matter even after the user has been removed from the matter team. Now the removal of those access rights is ensured every time the software is started.

Clarification of the Billable Matters list *(added 12.2.25)*

The list of Billable Matters now only shows matters with transactions/expenses that are not on a preliminary invoice and whose status is "open" or "reviewed". The list also calculates the sums of unbilled transactions and expenses by matter.

Payer shares defined with four decimals

So far, payer shares have been defined with two decimals only, resulting in small deviations in the final amounts. Now the payer shares can be defined using four decimals. The change applies to the matter request, actual matter and preliminary invoice.

NOTE! If the payer's shares are determined using all four decimal places, the payer's share percentage shown on the invoice printout cannot be used to calculate the payer's share, because on printout it is only displayed with two decimals.

Hiding the closing date of a reactivated matter

If a closed matter is reactivated, the closing date of the matter is no longer shown in the "Conflict check parties" report. The closing date in the report has caused unnecessary confusion, as the user has needed to check the matter information separately to ensure that it is active.

PRICING

More precise source information of the transaction's hour price

The transaction window now displays the source of the transaction's hour price more precisely so that the user managing the pricing or registering a transaction does not have to check it from different levels. At the same time, the source texts have been unified.

The changes made to the source texts are described in the table below.

When hour price comes from	Hour price source in version 12.1	Former hour price source
Parameters of the principal	Principal	Customer
Matter team member	Team Member (Matter)	Team member
Parameters of the customer's parent company	Customer (Parent Company)	Customer
Principal's team member	Team Member (Principal)	Team member
Team member of the principal's parent company	Team Member (Parent Company)	Team member
Employee role defined at the principal level (either in the Role Pricing folder or using a role price list)	Employee Role (Principal)	Employee role (customer)
Employee role defined form the principal's parent company (either in the Role Pricing folder or using a role price list)	Employee Role (Parent Company)	Employee role (customer)

If a transaction has a fixed price, the "Fixed Price" text is displayed behind the hour price source.
The change only applies to new transactions. Texts of transactions added earlier will not be updated.

Validity of the user's hour price
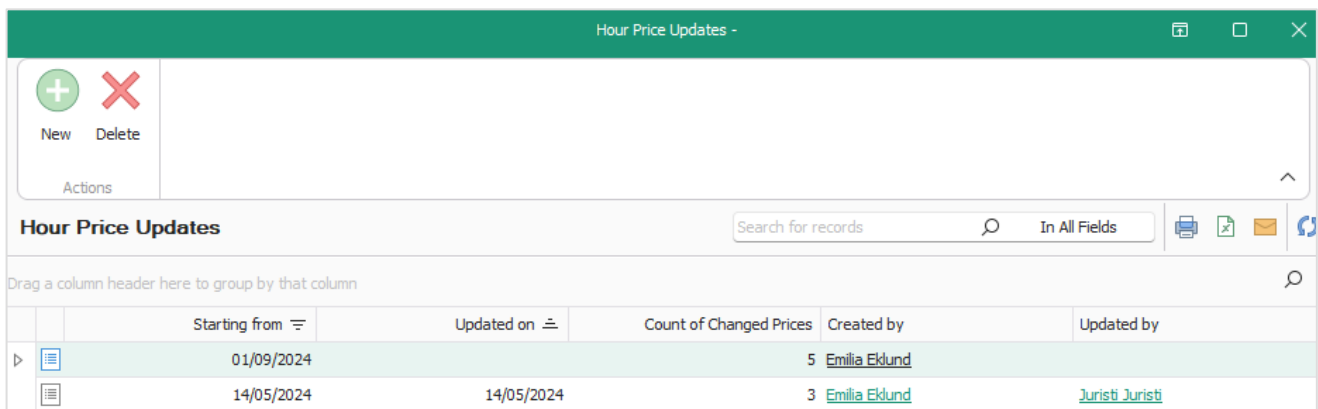
To make it easier to make changes to users' hour prices, e.g. at the turn of the year, the software now enables them to be defined in advance.

For that, the "Show Hour Price Updates" function has been added to the Users ribbon in the Settings.
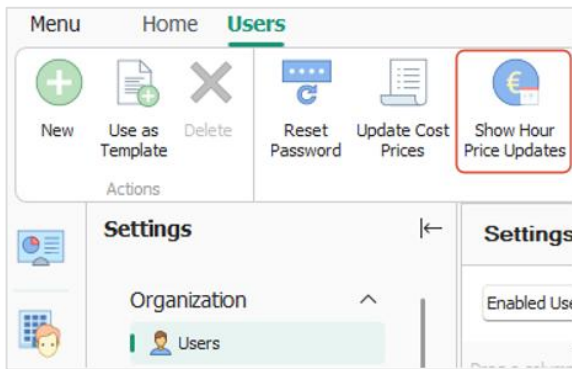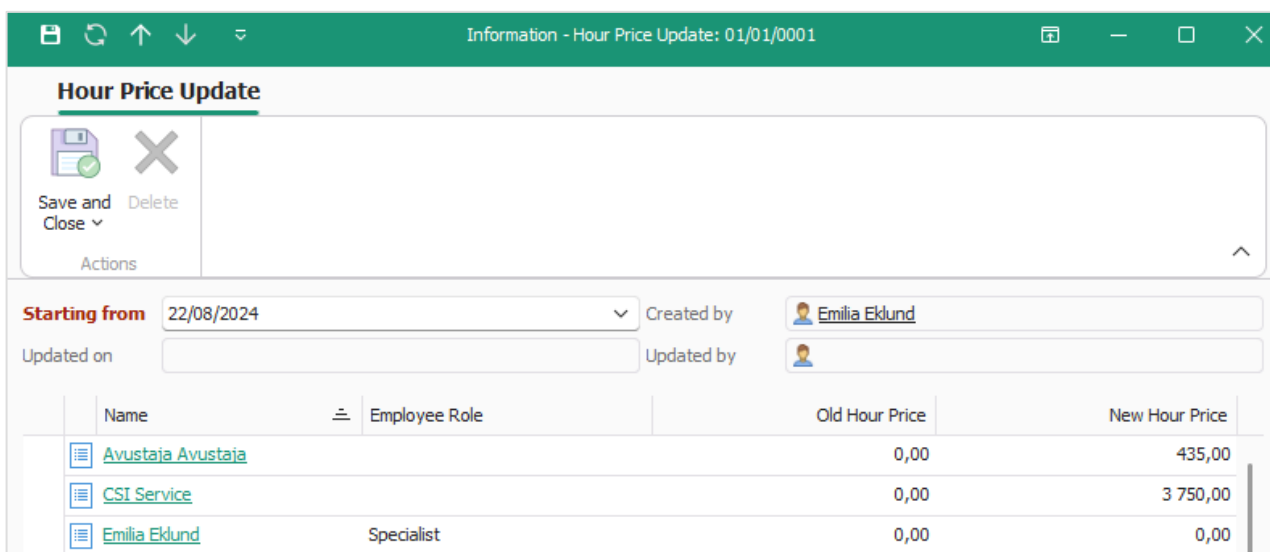
The button opens the "Hour price updates" window, which displays all saved user price update runs, with the following columns:

- **Starting from:** Date from which the new hour prices are valid.
- **Updated on:** Date when the new hour prices were updated to users.
- **Count of Changed Prices:** Number of updated hour prices.
- **Created by:** Last modifier of the update run.
- **Updated by:** User, whose login to the software updated the hour prices.

A new update run for hour prices is added by selecting New. It opens a window listing all active users.

Add to the "Starting from" field the date when the new hour prices will become valid. Other fields in the upper part of the window are prefilled automatically. In the user list, only the "New hour price" column is editable.

Once you have defined the hour price changes to the user rows, save them by selecting Save. As long as the update run is active i.e. its status is not Updated, you can edit or delete it.
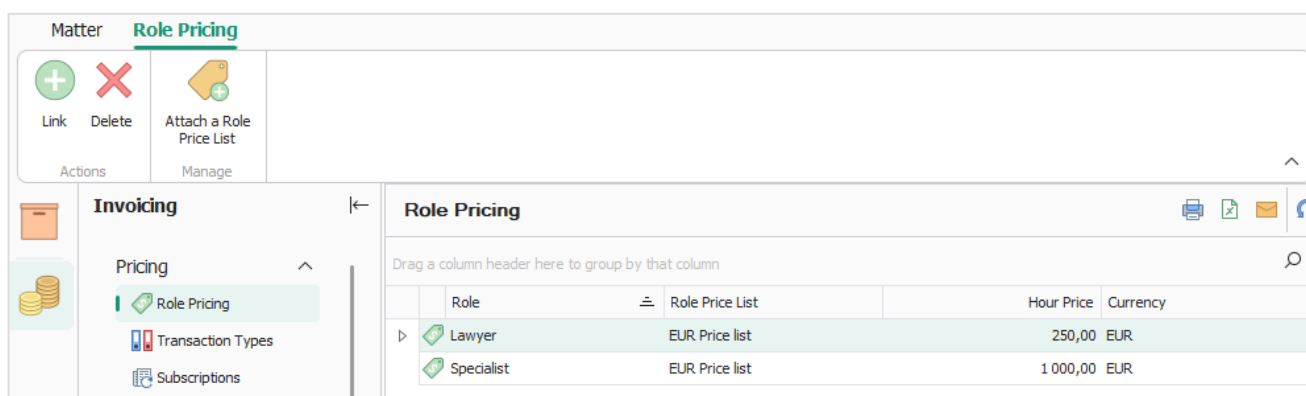
When saving the update run, the employee role and the current hour price shown in the user list are also saved. If this data is subsequently changed elsewhere in the software, the changes will not affect the respective update run.

After saving the update run, the following message is displayed: "The new hour prices for users are automatically updated when the first user logs into the software after the given date. **NOTE!** The hour prices are not updated if the user registers transactions via CSI Mobile or CSI MyDesk, so we recommend checking that the new prices have been updated."

When the software is running, it checks the possible update needs every 12 hours.

Role prices folder showing information about the role price list to be used

To clarify pricing, the Role Pricing folder of the customer and matter now has a Role Price List column, which tells you which role price list the price comes from. If the role price does not come from the role price list, the column is empty.

General expense discount when the payer is other than principal

Until now, it has only been possible to determine the customer-based discount to also apply to the general expense when the customer is both the principal and the payer in the matter.

Now the customer's discount can be taken into account in the general expense even in a situation where the payer is not the principal. However, this requires that there are no other payers in the matter. In multi-payer matters, the discount does not apply to the general expense.

At the same time, the parameter name, found at the business unit level, has been changed to "Apply principal/payer discount".

Possibility for normal users to update exchange rates

Since not all users that create invoices have power user rights, updating exchange rates has burdened power users until now. Updating exchange rates is now also allowed for normal users. For this purpose, the Exchange rates folder has been added to the Payments group in the Financial Management area.
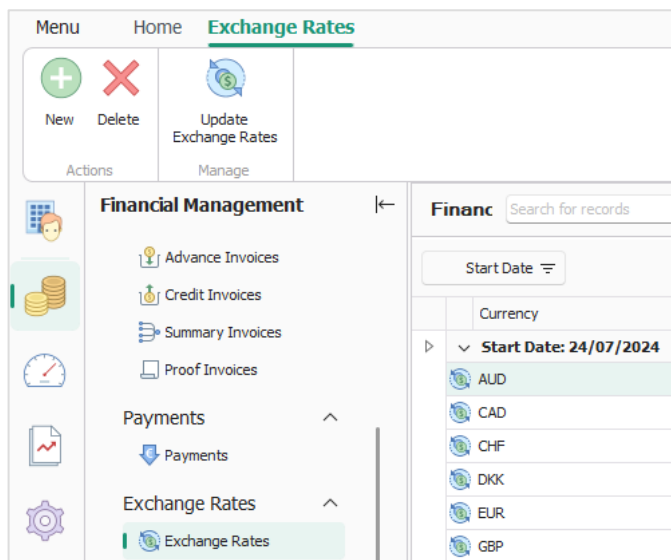
Normal users can update exchange rates of currencies by selecting the "Update exchange rates" button. Power users can manage exchange rates in this folder in the same way as in the Settings area.

For the folder to be visible for normal users, it needs to be selected in the Navigation rights for the different user types as well as for user type + workspace combinations.
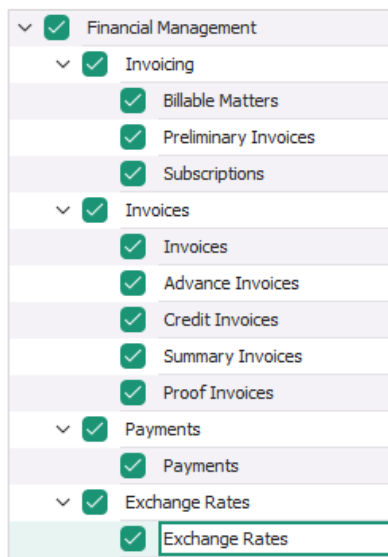
ACTIVITIES

Activity type specific status

For activities, it is possible to add different statuses in the settings and determine which of them are available per activity type. The status of an individual activity can then be easily determined from the menu options in the Status field. Statuses are managed in their own section in the settings.
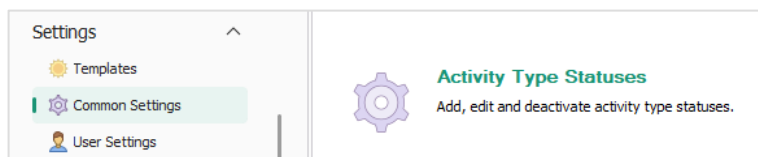
The software already has the statuses "Not started" and "Done" which can be selected for all activity types. The previously used "In progress", "Waiting for information from another user" and "Deferred" also appear as statuses. As created by the system, they cannot be deleted, but their usability with activity types is limited.

You can add a new status with the New button. Remember to also add language translations for it if there is a need to change the user interface language of the software. If the added status is not in use anywhere, it can be first deactivated after which it can be deleted.
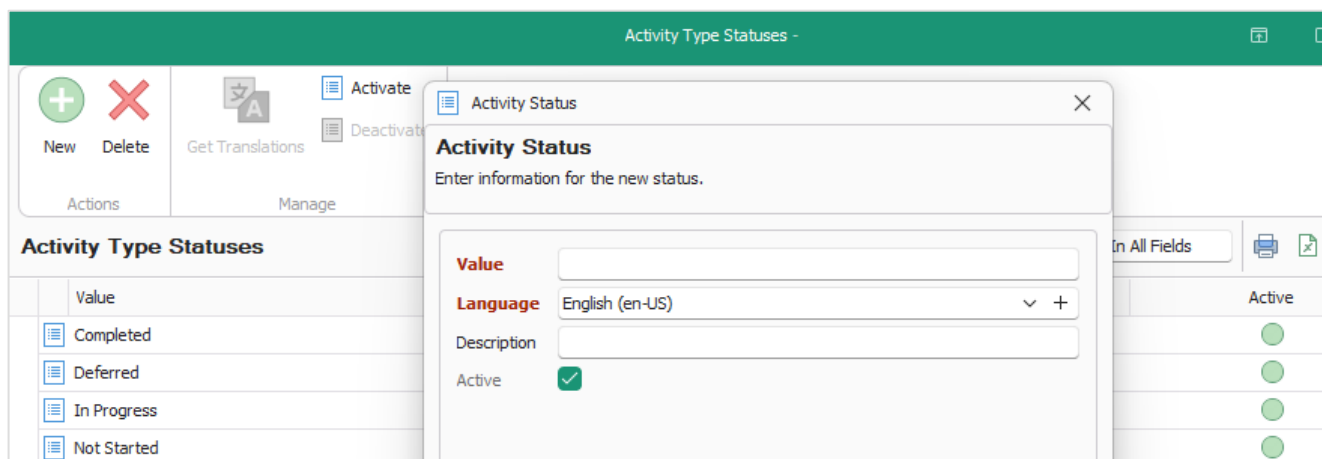
Activity type specific statuses are defined in the activity type window. In its ribbon there is a Status button, from which the desired statuses can be set. If no status is defined for an activity type, all active statuses defined in the settings are selectable.
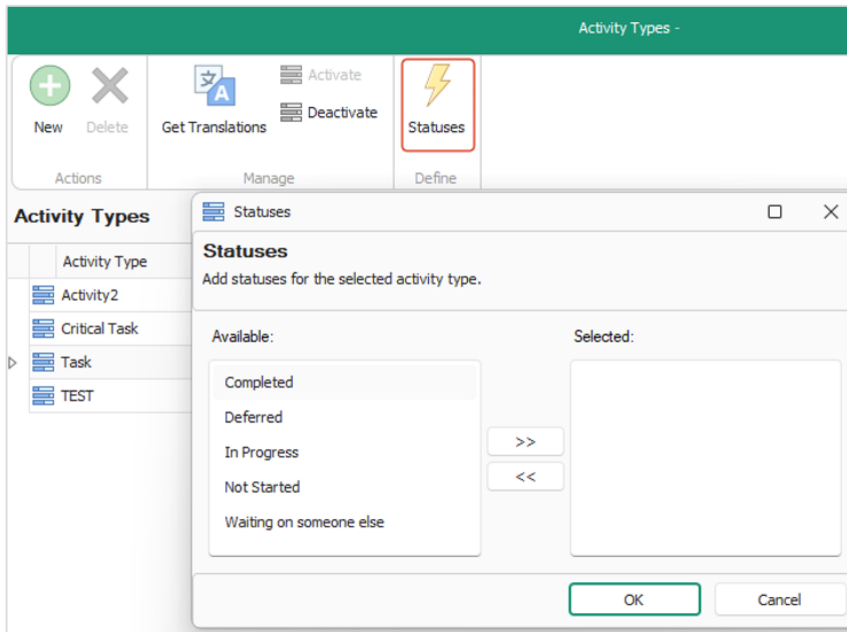
If the statuses of an activity type are redefined, the change does not affect the activities that have already been saved. Even if the status saved for the activity is removed from the allowed statuses of the activity type or it is deactivated, the status information remains in the activity.

Statuses can also be managed in the activity window by selecting the plus button next to the Status field. This is only possible when the allowed statuses of the activity type are limited in the settings. Otherwise, the plus button is hidden, and its management must be done in the settings.

Creating transactions from activities with multiple work time entries *(added 24.3.25)*

The software now allows you to attach multiple work time entries to the same activity and automatically create a billable transaction from the activity when it is marked as completed. This requires defining a specific activity type in the settings and selecting two options for it: "Time entries are invoiced via activity" and "Automatically create a transaction when activity is marked as completed".

When a work time entry is defined to be invoiced via an activity, the software prevents the creation of a transaction from a time entry that has that activity type. This means that multiple time entries can be collected for a single activity, and the transaction is automatically created only when the activity is marked as completed. To create a transaction, the duration of the activity must be greater than zero, and the total duration of the activity is also marked as the duration of the transaction. If an activity is missing any mandatory information required from transactions (e.g. transaction type), the activity is marked as completed, but the transaction is not created.

ENTRIES

Setting a default transaction type for users *(added 12.2.25)*

To a user performing a certain type of work, it is possible to define a default transaction type which is automatically added to transactions recorded by the user. The definition is done in the Settings > User parameters > Transactions/Transacion parameters > Default transaction type, and only billable transaction

types can be set as default. The default transaction type hierarchy from strongest to weakest is: 1) Default transaction type set in the matter parameters, 2) Default transaction type set in the user parameters, 3) Default transaction type set in the business unit parameters of the matter, 4) Default transaction type set in the main business unit's parameters. If the transaction types to be used in the matter are separately defined and they do not include the user's default transaction type, the Transaction type field in the new transaction's window will remain empty.

Closing only one of the timers

You can now close a single timer from the software without closing other open timers. If several timers have been opened in the timer window and only one of them is closed with the Close timer button, the window and the other timers remain open.

Locking of multiple transaction posting periods

To enable power users, if necessary, to lock old transaction posting periods from users centrally, the "Lock old posting periods" function has been added to the "Transaction Posting Periods" folder in the Financial Management area. In the window that it opens, you can select the date (week) to lock all the older periods from all users.

Edit multiple function for work time entries *(added 12.2.25)*

The power user can now edit the type of several work time entries at once by selecting the work time entries and the "Edit multiple" function from the menu that opens with the right mouse button.
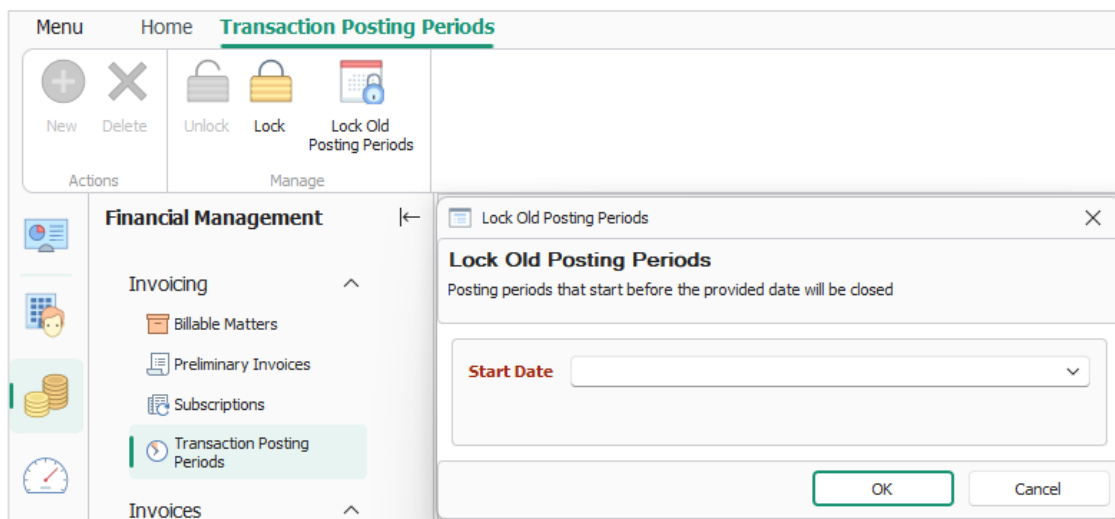
The day chosen as the start date can be Sunday before the current day or an older date. If the power user selects a newer date than allowed the error message "The current or later transaction posting period cannot be locked" is displayed.

To lock posting periods for all users, they must first be temporarily created for users. In case a user does not have any open posting periods, the software creates for the user the maximum number of periods specified in the parameters from the given week backwards (with the week of the selected day included). The software also works in the same way if the user already has transaction posting periods, but the previous period is further away than the maximum allowed number of weeks. If a user already has posting periods and the

previous period is closer than the maximum number of weeks away, periods will be created for the user between the last period and the selected week (including the week of the selected day). Once the periods are created, all existing periods for all users (including the week of the selected day) will be locked.

PRELIMINARY INVOICE

Quick preview of preliminary invoices

The Quick preview function has been added to the ribbon of the preliminary invoice. It opens the preliminary invoice for preview, bypassing the printing parameter window that opens normally. This speeds up the processing of preliminary invoices, especially if a partner has numerous preliminary invoices to verify.
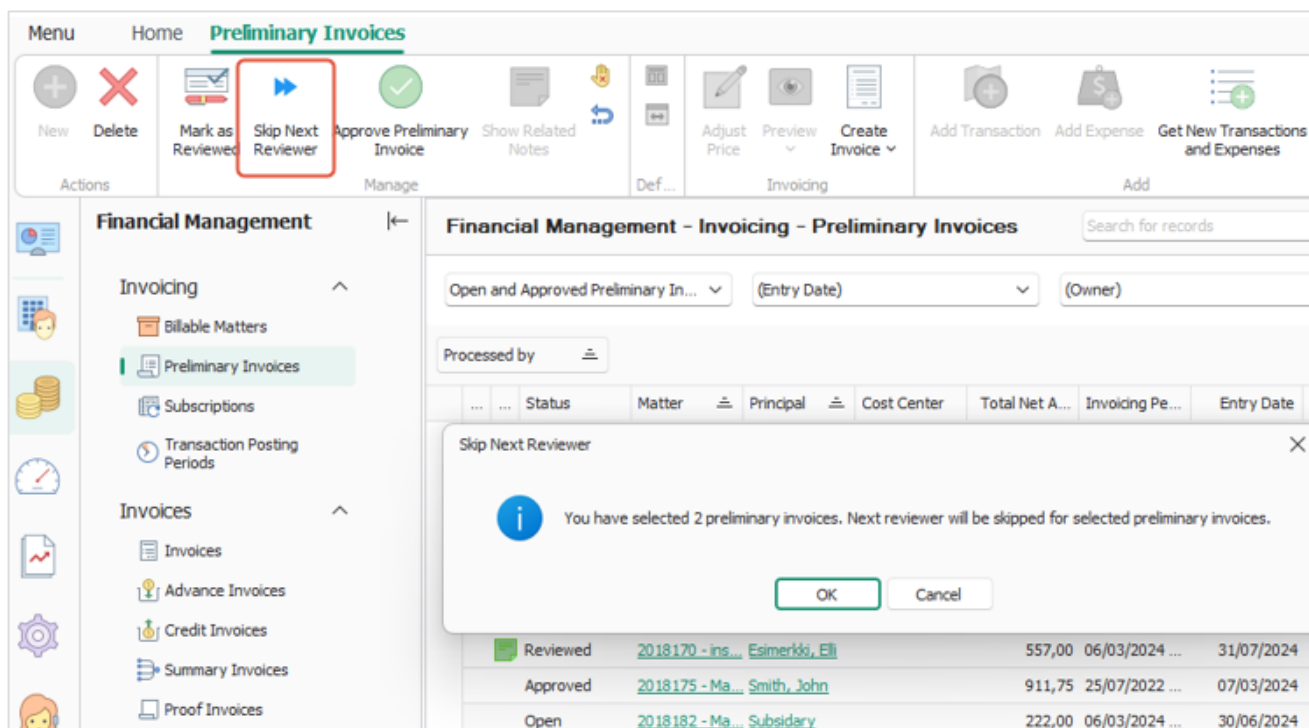
Quick preview is the default function both behind the Preview button on the ribbon and in the shortcut menu that opens by right-clicking the mouse. If you also want to open the Printing Parameters window in connection with the preview, select the normal Preview function from the arrow below the Preview button.
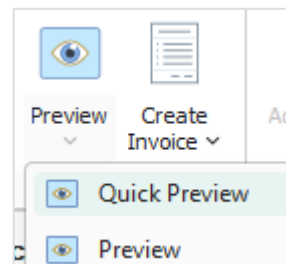
Bypassing multiple turns to review preliminary invoices

If the user marked as a reviewer in the preliminary invoice process is on vacation or sick, his/her inspection turns have until now had to be skipped separately for each preliminary invoice in the Reviewers folder.

Skipping review turns has now been made easier by adding to the preliminary invoice ribbon the Skip Next Reviewer button. Since the same function can also be found in the Preliminary invoices list, the review turns of an individual user can be bypassed for multiple preliminary invoices by selecting the desired rows from the list.

The function skips the next reviewer and any ineligible reviewers in the review process after that. As ineligible the software counts all reviewers without a user. This may be the case, for example, if the review turn has been defined for the responsibility role of the matter assistant, but the field in question is left empty for the matter.

If among the selected preliminary invoices there are ones that do not have a review process at all, they will be skipped. The summary window shows the result of the function.
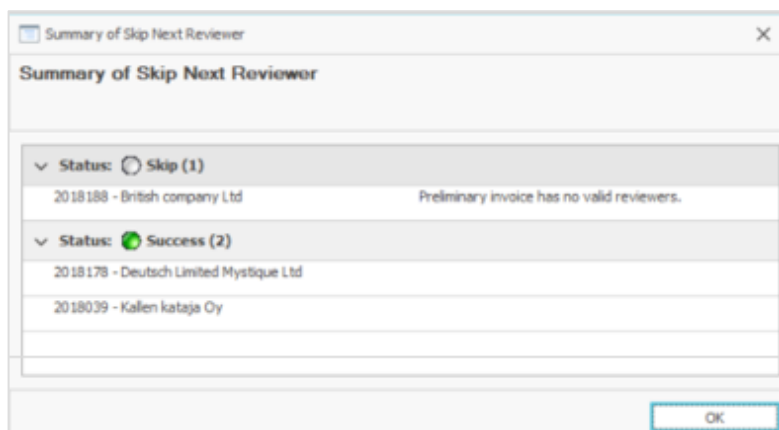
Power users and normal users with extended access rights are allowed to bypass review turns of multiple preliminary invoices at once. The same users can skip the review turn of an individual preliminary invoice reviewer in the Reviewers folder of a preliminary invoice.

INVOICES

Hiding the Phases tab from the Print Order window of proof invoices

The Phases tab is no longer visible in the Print Order window of proof invoices as the matter phases have no impact on the print order of proof invoice rows.

Deleting proof invoices after creating legal aid claims

Unnecessary proof invoices are easily created in the software as customers need to create a proof invoice to see the invoice rows to be included in the legal aid claim which is then sent to the court.

So far, a trial to delete unnecessary proof invoices has only resulted in an error message. Now the function checks if a legal aid claim has been created from the proof invoice. If not, the software deletes the proof invoice directly. If there is a legal aid claim linked to the proof invoice, the user gets the following notification:

Error Message ✕

❌ The proof invoice can not be deleted as it has been used to make a legal aid request. First delete the legal aid request and then the proof invoice.

OK
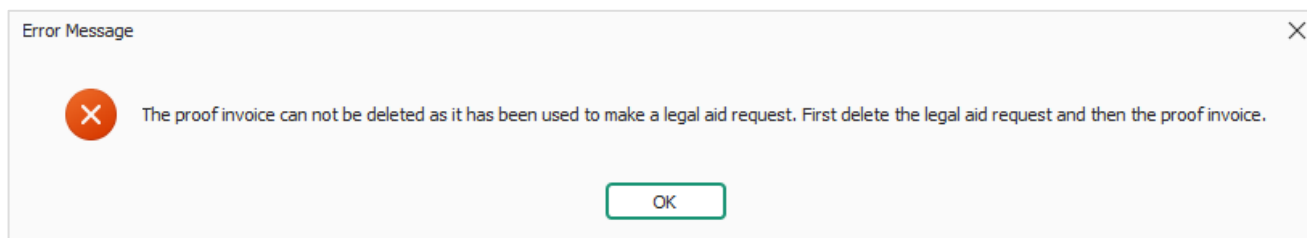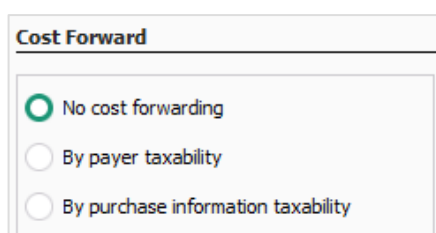
In this case deleting a proof invoice is only allowed after the legal aid claim created from it has been deleted. If the legal aid claim already has been sent to the Romeo service, it cannot be deleted without reactivating it.

New Romeo interface and Fax replaced with "Electronic services" *(added 24.3.25)*

The Legal Register Centre is removing the old Romeo interface, so a new interface has been developed for sending legal aid claims. At the same time, the "Fax" option in the "Notification Method for Assistant" field of the claim has been replaced by "Electronic services". The "Fax" option in old claims will also automatically change to electronic services. If the customer has an older CSI software version that does not yet have this change, the "Fax" value selected in the claim will however be transferred to Romeo as electronic services.

VAT handling of cost-forwarded expenses by payer taxability

The VAT handling of expenses on the invoice which are to be cost-forwarded has been specified in cases where the expense has been set to be cost-forwarded by payer taxability.

Cost Forward

◉ No cost forwarding

○ By payer taxability

○ By purchase information taxability

In these cases, the VAT base of the invoice row is determined as follows:

- For foreign corporate customers whose invoice taxability is either community sales (EU) or export sales (outside EU), the VAT on the invoice rows for expenses is 0 % similar to the entire invoice and its invoice rows for transactions.
    - However, if the invoice is defined as taxable, the VAT on the invoice rows of expenses is in accordance with the VAT rate of the purchase information specified for the expense.
- In all other cases (when the payer is a domestic company or a domestic/EU private customer), the VAT on the invoice rows of expenses is in accordance with the VAT rate in the purchase information of the expense.

However, if the expense is defined as tax-free in the invoicing information (the Tax-free field is selected), it is always tax-free.

The determination of the VAT rate of the invoiced expense in different situations is described below: (Note that the VAT percentage used in the table is the standard Finnish VAT percentage, the VAT percentage differs depending on country)

VAT HANDLING OF EXPENSES IN INVOICES		No cost-forwarding	Cost-forwarding by payer taxability	Cost-forwarding by purchase information taxability
Company	**Domestic**	25,5 %	Purchase VAT %	
	Foreign EU	0 %	0 %	Purchase VAT %
	Foreign non-EU	0 %	0 %	
Private person	**Domestic**	25,5 %	Purchase VAT %	
	Foreign EU	25,5 %	Purchase VAT %	Purchase VAT %
	Foreign non-EU	0 %	0 %	
Tax-free matter		Tax-free	Tax-free	Tax-free
Expense set as tax-free in the invoicing information		Tax-free	Tax-free	Prevented
Taxable matter or payer	**Domestic**			
	Foreign EU	25,5 %	Purchase VAT %	Purchase VAT %
	Foreign non-EU			

Displaying the business unit's invoicing email address on the invoice

The invoicing email address of the business unit can now be displayed on the invoice. For that purpose, an invoicing email has been added to the business unit's contact information.
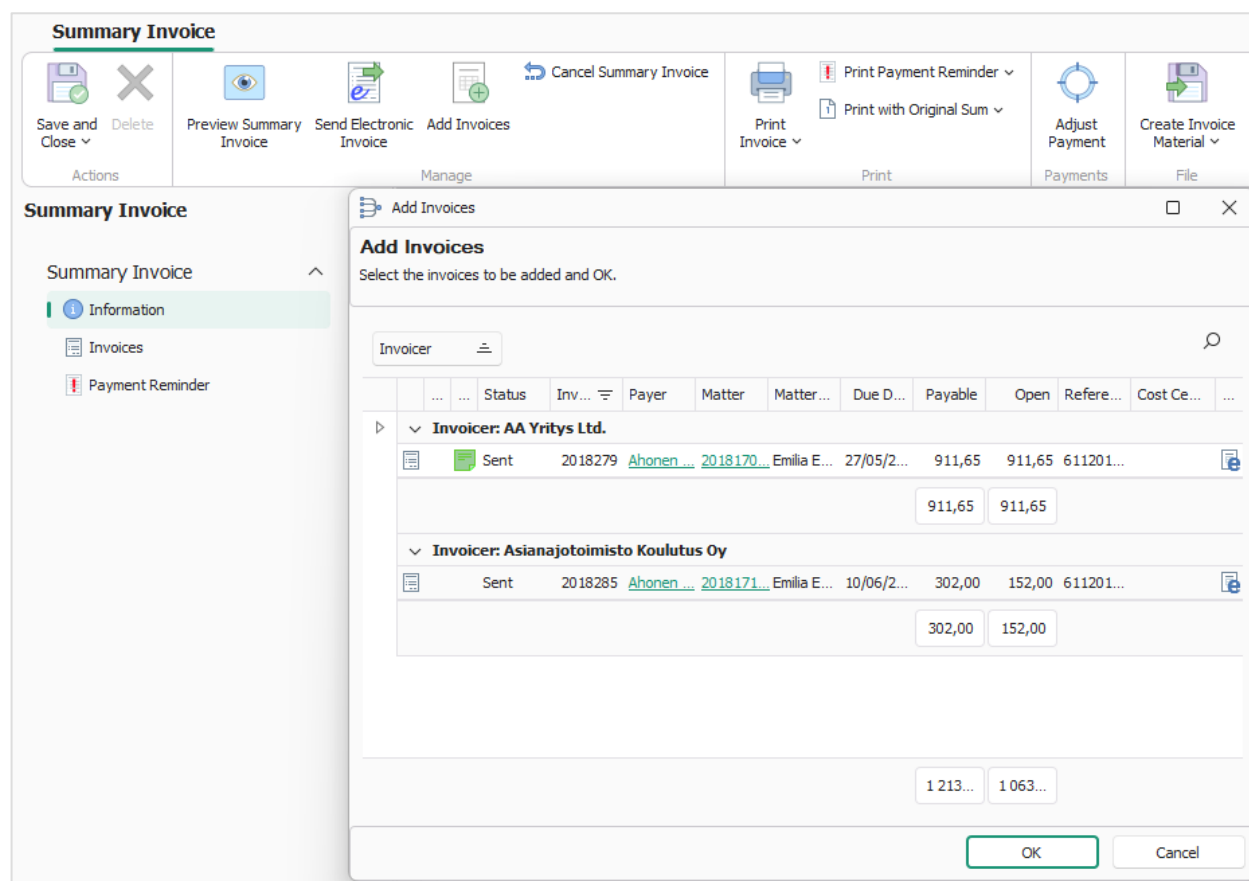
If the invoicing email address is specified, it is printed in the invoice footer and is also included in Finvoice and TEAPPSXML format invoice materials. If the invoicing email address is missing, the general email address of the business unit is used.

The Fax field is hidden from the business unit's contact information, but if information was stored in the field before it was hidden, it will still be exported to the Finvoice material.

Adding to a summary invoice invoices from all business units in the user's home country

So far, in offices with several business units, summary invoices for customers have had to be created separately for each business unit. Now the "Add invoices" window of the summary invoice offers a selection of invoices from all business units whose home country is the same as the user's business unit. The invoices are grouped in the window by business units.

The summary invoice is created for the user's business unit and printed with the information of the user's business unit.

Sending paid invoices to Maventa

E-invoices with an open amount of 0 and status "Paid" can now also be sent to Maventa. The change applies to Finvoice, MaventaAPI and Peppol data formats. The status of the invoice remains "Paid" even after sending the invoice.

The reason for the change is situations where an advance payment acknowledges the invoice as fully paid, but the customer receiving their invoices as e-invoices still needs the invoice for their accounting.

Information about the related matter on credit invoice rows

Offices that use the main/sub-order structure have found it difficult to find out which matter the credit has been applied to when invoices created through the main matter have been credited. When creating a credit invoice, the matter ID of the original invoice row is now copied to the credit invoice rows, so it is possible to retrieve information about the matter related to the credit invoice row from the database with an SQL query or by customizing a separate report for this purpose.

Payment reminder specific invoice printing parameters *(edited 24.3.25)*

Printing parameters that differ from the normal invoice can now be defined for payment reminders, so that the specification page displayed on the normal invoice is hidden from the payment reminder.

The parameter enabling this is at the business unit level > Invoice Printing > Specification Page > "Do not print specification on payment demand". By default, the parameter is not activated.

- When the parameter is selected green, the "Print transaction and expense specification" check box in the payment reminder printing parameters is unchecked. The selection cannot be edited, so no specification is printed for the payment reminder.
- When the parameter is either red (not in use) or gray (undefined), the "Print transaction and expense specification" check box in the payment reminder printing parameters is initialized with the same value as for a normal invoice. The selection is editable, and depending on the selection, the specification is either printed for the payment reminder or not. In mass printing, the specification is printed according to the individual payment reminder parameters.

When mass printing payment reminders of multiple business units and selecting "Print all using the same settings", the parameter is checked from the main business unit. If specification is prohibited at the main business unit, the specification is not printed even for payment reminders whose business units allow it. If specification is allowed at the main business unit but prohibited at the business unit of the individual payment reminder, the specification will NOT be printed for that payment reminder (the prohibition always overrides).

MOVABLE PROPERTY

Information about the recipient and returner in the Movable Property window *(added 24.3.25)*

The Movable property window now also shows information about the recipient and returner of the movable property. When registering a new movable property, the recipient is mandatory information, which can still be changed until the movable property is returned. The returner is mandatory information when returning movable property, and the information stored in the software cannot be edited. When this update version is taken into use, the user in the Created by field stored in the software will be updated as the recipient for each movable property row.

REPORTS

The language of the report file name saved as PDF in the preview window

When a report is saved as a PDF file via the preview window, the file name is now in the same language as the report is displayed in CSI Lawyer.

Update of the language translations of the report with the information of the new report version

When a report in the database has been replaced by importing a new report from a file, its language translations have not previously been updated by default. Now the software asks if the language translations of the report should also be updated. A "Yes" answer updates the language translations of the old report with the translations contained in the new file, a "No" answer leaves them unchanged. The change applies to all reports, regardless of their Source information.

SETTINGS

Rights to create and edit customers and matters

The software's access rights have been specified so that matters and customers can be edited by users assigned to responsibility roles even if editing rights are limited and the user does not belong to a user group to which the "Allow editing only for user group X" parameter grants editing rights.

Customer responsibles are allowed to edit data of corporate and personal customers without belonging to the user group defined at the system or business unit level in the "Allow editing only for user group X" parameter found in the customer's security parameters. In addition, they are allowed to the following functions related to the customer, unless any other parameter prevents them from being performed: New, Delete, Merge, Deactivate, Status Reason, Discount Table, Documents, Add Reminder, Favorites, New Timer, Reports, and Parameters.

Matter responsibles (owner, responsible, assistant and invoicing contact) are allowed to edit matter data without belonging to the user group defined at the system or business unit level in the "Allow editing only for user group X" parameter found in the matter's security parameters. In addition, they are allowed to the following functions related to the matter, unless any other parameter prevents them from being performed: New (Billable / Internal), Use Matter as Template, Check Identifications, Email to Principal, Show Related Notes, Create Preliminary Invoice / Invoice, Preview Invoice, Add Transaction, Add Expense, Documents, Monitor Price Alerts, Add Reminder, Favorites, New Timer, Reports, and Parameters (read-only).

Editing matters is thus allowed for users in the responsible role even if the user does not have the right to create new matters (does not belong to the user group specified in the "Group to open billable/internal matters" parameter). If the user belongs to the user group that allows the opening of billable / internal matters, he/she also has the rights to edit matters of that type.

Unification of note creation and editing rights

The rights to create and edit notes attached to different information in the software have been clarified and unified. The general rules are as follows:

- Power users have the right to manage (add, modify, delete) notes throughout the software.
- Adding notes to different information is allowed for all other users as well.
- The user who added the note always has the right to edit or delete the note.
- All users have the right to edit and delete notes related to the activity, prospect, sales opportunity, customer plan, normal/credit/advance/summary/proof invoices, payment, customer fund transaction, movable property and legal aid request.
- Unless the editing of customer or matter data or performing customer identifications is restricted to any user group, all users may also edit or delete related notes.

In addition to the previous rules:

- If the editing of customer data is limited to a user group, notes attached to a corporate or private customer can be edited/deleted by the customer manager and by a user who belongs to the user group with editing rights to customer data.
- If customer identification is restricted to a user group, notes attached to the customer's identification event can be edited/deleted by the user responsible for identification and by users who belong to a group having the right to perform identifications.
- If the editing of matter information is limited to a user group, notes attached to the matter can be edited/deleted by the matter owner, responsible, assistant and invoicing contact person, as well as by users who belong to the user group with matter editing rights.
- Notes attached to the matter request can be modified/deleted by the matter request owner, responsible, assistant and invoicing contact person.
- Notes attached to the transaction can be edited/deleted by the user marked as the author of the transaction, the user who added the transaction, and users who belong to the group with the editing rights of the preliminary invoice.
- Notes attached to an expense can be edited/deleted by the user marked as the author of the expense, as well as by the users having a responsibility role in the matter, if they also belong to a group with matter editing rights.
- Notes attached to preliminary invoice can be edited/deleted by a user who is marked as the matter owner, responsible, assistant or invoicing contact either at the time of editing or when the preliminary invoice was created, as well as by users who belong to a group with extended access rights or who are assigned to the preliminary invoice's review cycle.

Displaying access rights limitations of reports in the settings

To facilitate the management of access rights limitations for reports, the Access Rights column has been added to the lists in the Reporting group (Charts/Views/Reports) in the settings.

The column shows the user groups for which the chart, view or report is restricted. If the visibility of the report has not been limited to any user group, the column is empty.
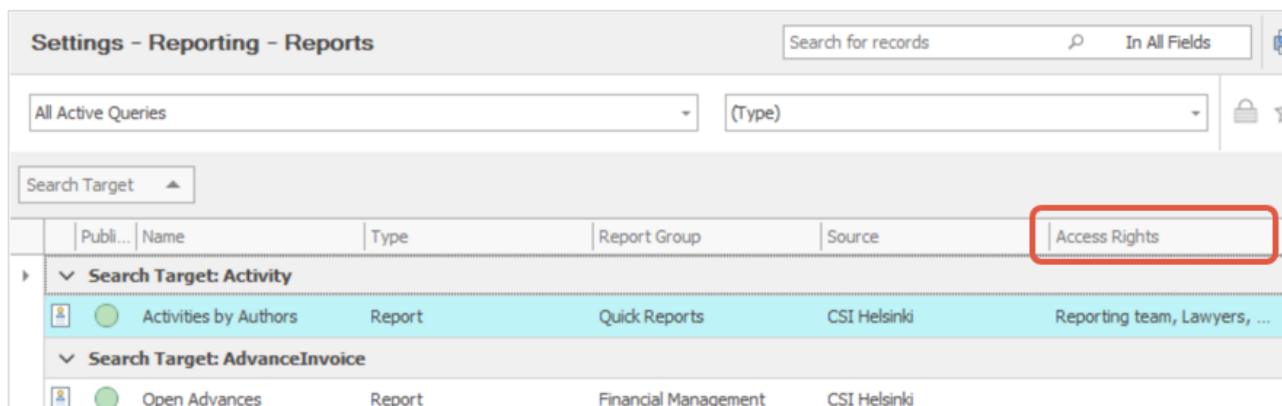
Adding the payer's customer responsible to invoice views

To make the invoicer's work easier, it is now possible to add the payer's customer responsible as a column to the standard invoice view.

By default, this field is not displayed in any invoice view, but it can be added in the settings by selecting the "Payer (Customer Responsible)" field from the field list using the column chooser. In invoice views, the field is a text field without a link.

Adding the matter owner and responsible into the expense and subscription related views

In the column chooser of the views related to expenses and subscriptions prices, the matter owner and the matter responsible have been added as new fields. Thus, the information is directly available in the view, without opening individual entries.

By default, these fields are not displayed in expense or subscription views, but they can be added as view columns in the settings. The fields in the views are text fields without links.

Reorganization of the invoice printing parameters in the settings

To make it easier for the power user to understand the impact of different invoicing-related parameters, the invoice printing parameters have been reorganized into their own "Invoice printing" group at the business unit level. It now includes the following subgroups:

- General invoice printing parameters

Business Unit
Modify 'Business Unit' level parameters

Invoice Printing

	Parameter
General — General invoice printing parameters	▷ Show dialog when printing multiple invoices
	Hide name and logo
	Hide invoice footer
Front Page — Invoice front page printing parameters	Hide invoicing contact from address
	Hide bank accounts from invoice footer
	Hide payer share
Specification Page — Invoice specification page printing parameters	Show job title in address
	Show payer address country in English
	Invoice file name format

- Parameters concerning the invoice front page

Business Unit
Modify 'Business Unit' level parameters

Invoice Printing

	Parameter
General — General invoice printing parameters	▷ Default invoice front page template
	Default front page template for payment remi...
	Print transfer order template
Front Page — Invoice front page printing parameters	Print bar code without transfer order
	Hide expenses from specification
	Show discount percentage

- Parameters concerning the specification page

Invoice Printing

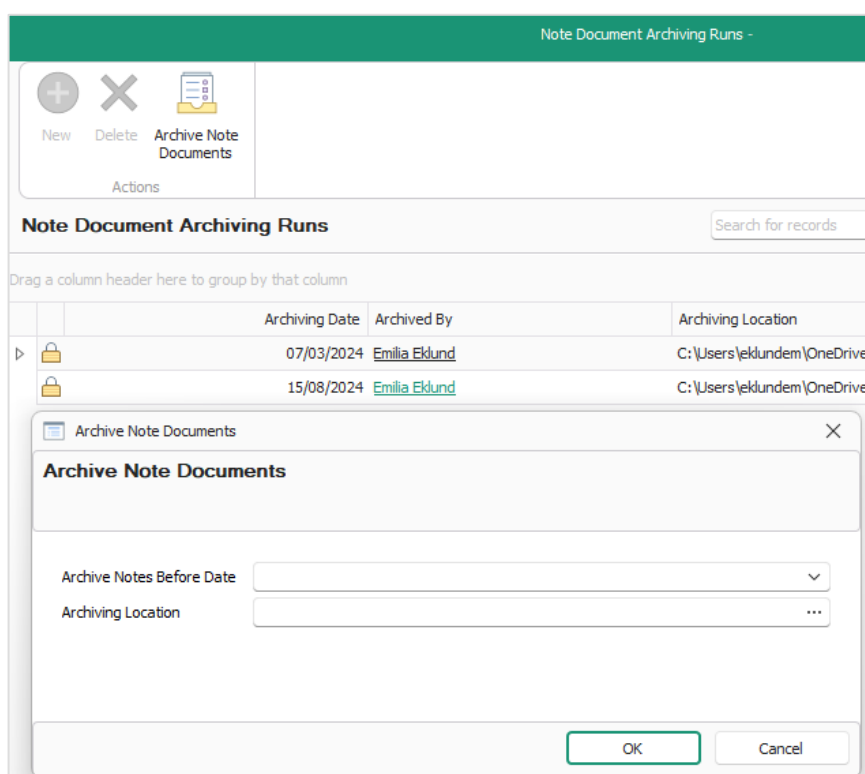|	Parameter
General — General invoice printing parameters	▷ Print transaction and expense specification
	Do not print specification on payment reminder
	Default invoice specification template
Front Page — Invoice front page printing parameters	Hide expenses
	Show transactions by types
	Show expenses by types
Specification Page — Invoice specification page printing parameters	Show transactions by phases
	Show expenses by phases
	Show invoice rows in grouping
Customers and Matters	Print 0 rows in specification
	Show transaction author
Service Restriction Alert — Service restriction alert Parameters	Show transaction hours
	Show transaction amount
Customer Deactivation — Conditions preventing customer deactivation	Show expense units
	Show expense amount
	Show transaction hour price
Customer Identification — Customer identification related parameters	Show transaction hours total
	Show expense units total
	Show daily summaries
Customer Specific Matter Numbers — Customer specific matter numbering parameters	Show specification by author
	Show specification by matter

Archiving of notes attachments

The customer's database may grow very large, because e.g. all invoice printouts are saved in invoices as notes. To archive the oldest note attachments, the function "Archive Note Documents" has been added to the software settings (> Software Management > Database Management). It saves the note attachment files in the desired directory.

The "Archive Notes Documents" function on the ribbon of the "Note Document Archiving Runs" window opens a window where you enter

- Archive Notes Before Date, based on which the software searches for the note attachments to be archived
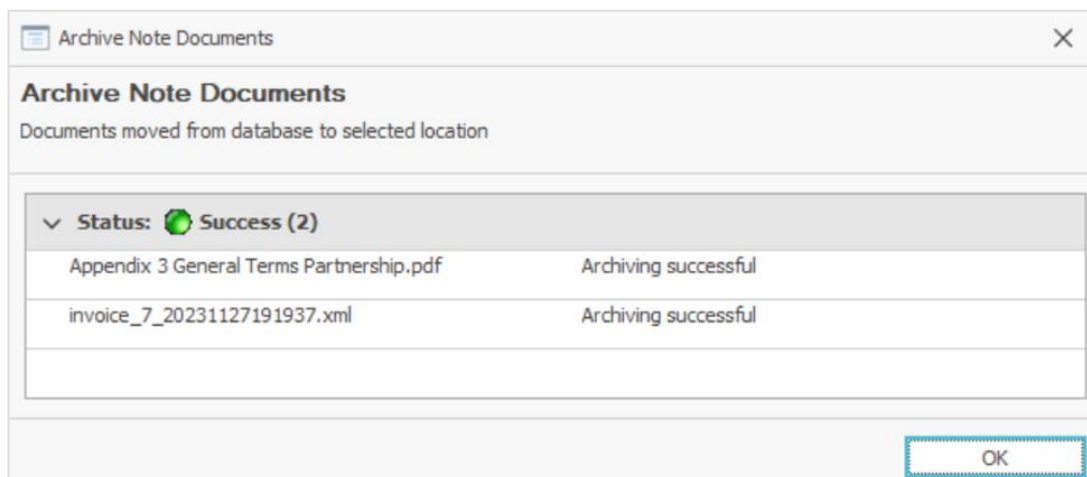- Archiving Location

The OK button retrieves all notes whose last editing date is either the defined date or earlier and which have an attachment. The attachments are saved to the location defined by the user. A summary window displays the success of the archiving function and possible issues.

The files are saved in the selected directory in subfolders named in the user interface language of the CSI software.

Names of archived files follow the format "<file name in note without extension> <timestamp> (<sequence number>).<file extension>". The file name can be up to 255 characters long. For example, an invoice sent by e-mail on 25 October 2028 at 15:17 has the file name "invoice number - payer's name 2018-10-25_03-17"

At the end of the text part of the note, the text "Document archived on dd.mm.yyyy in XXXX" is updated.
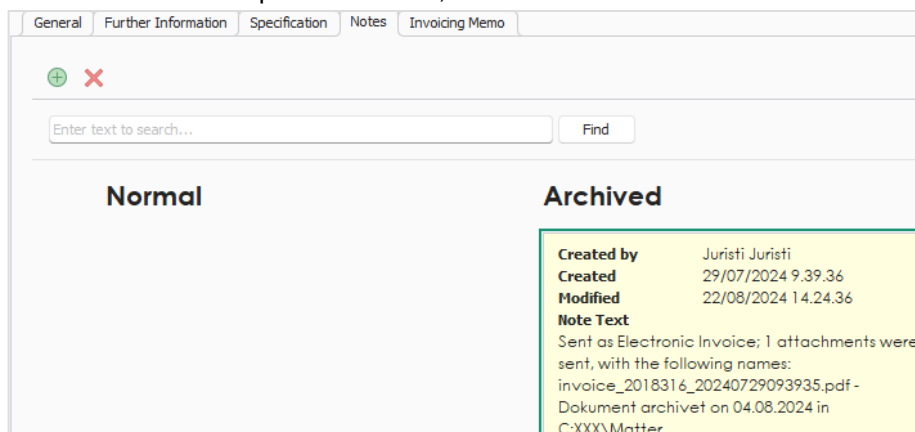
KYC INTEGRATIONS

Checking for new DOKS risk assessments of customers

To avoid customer identification events to get outdated unnecessarily, the "Check status in DOKS" function now enables checking if new risk assessments have been made in DOKS since the identification even was marked as done in CSI Lawyer.

In case the creation date of the risk assessment in DOKS is newer than then the check date of the identification event in CSI Lawyer, the integration marks the risk assessment creation date as the check data. If no risk assessments are found, the check date remains unchanged.

The function can be run for one or multiple identification events at the same time. It will, however, only be run for identification events with the status "Done".
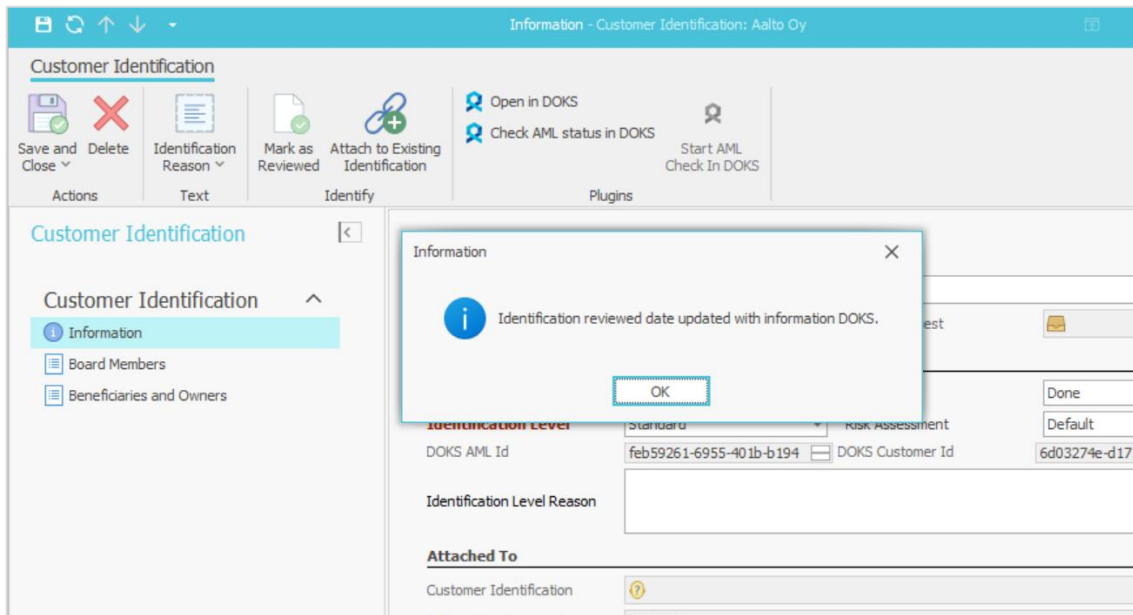
Check for multiple customer identification events in DOKS

Customers using the DOKS integration can now check simultaneously the status of multiple customer identification events by selecting the desired identification event rows and the "Check status in DOKS" button on the ribbon.
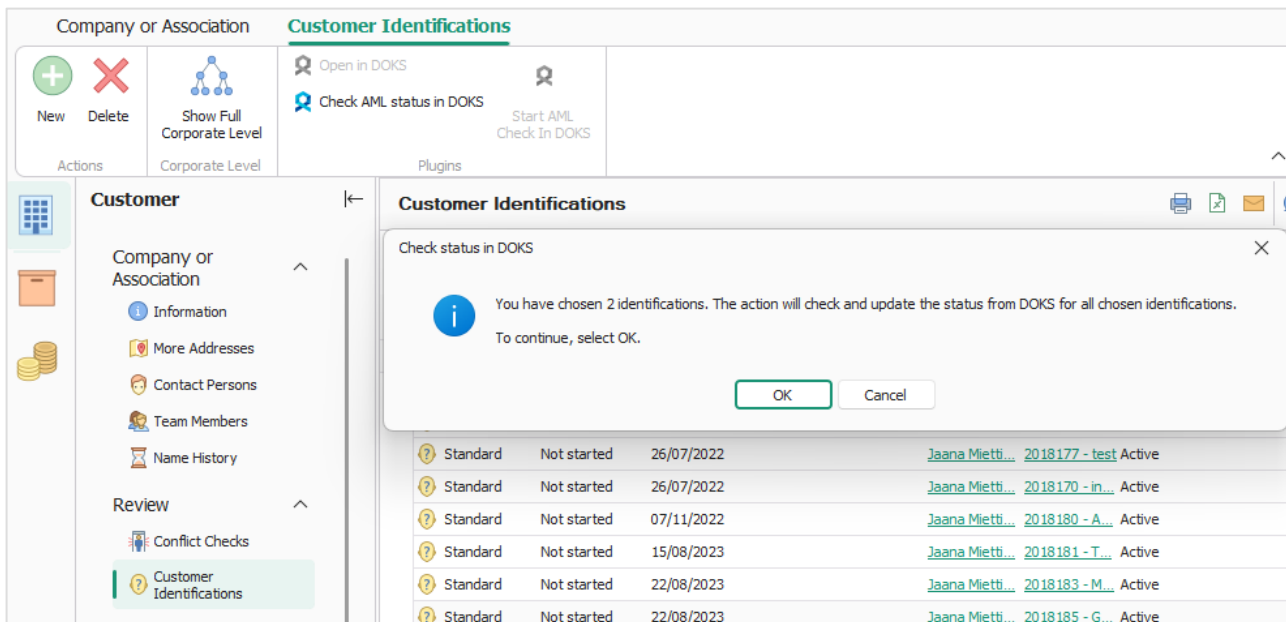
The function's summary window shows the current DOKS status of each identification event. In case the status has changed, the new status is also updated in CSI Lawyer.

Summary of the action 'Check AML status in DOKS'

BOOKKEEPING INTEGRATIONS

Eliminating unnecessary transfers of invoices already found in the bookkeeping

When the integration aims at transferring to bookkeeping an invoice, whose invoice number already exists in the bookkeeping system, CSI Lawyer marks as the transfer date the integration run date. This prevents repetitive trials to resend the invoice which earlier filled the error log with unnecessary error messages.

The function also adds an important note to the invoice notes.

Exporting invoice cost center to invoice rows in Fortnox integration *(added 7.11.24)*

In the Fortnox integration, it is now possible to export the cost center of the entire invoice also as the cost center of individual invoice rows. If the cost center override parameter is selected, the cost center of the invoice replaces the cost center of the invoice rows when invoices are transferred to Fortnox.

Automatic Fortnox integration update of cloud customers

The Fortnox integration now supports multiple databases the same way as CSI's other productized bookkeeping integrations. Thus, CSI's integration server where the Fortnox integrations of cloud customers locate is able to manage different database versions. When a customer upgrades the CSI software to the newest version, the Fortnox integration is upgraded accordingly as a timed operation.

Default VAT for expenses transferred by the Hogia and Fortnox integrations *(added 24.3.25)*

When an expense is created in the CSI software from a voucher line transferred from the Fortnox/Hogia accounting system and the correct input VAT of the voucher line is not known, the software minimizes the need for manual corrections by defining the VAT as follows:

Field where the ledger account of the voucher line is listed	Expense's purchase VAT	Tax-free field	Cost forward
Voucher Account Numbers to Import (Tax)	According to domestic payer's VAT settings	Not selected	No cost-forwarding
Voucher Account Numbers to Import (No Tax)	Tax-free	Selected	No cost-forwarding
Cost-forward Expenses Account (Tax)	According to domestic payer's VAT settings	Not selected	By payer taxability
Cost-forward Expenses Account (No Tax)	Tax-free	Not selected	By purchase information taxability
In other cases (e.g. if no accounts have been defined, but only voucher series filtering is used)	According to domestic payer's VAT settings	Not selected	No cost-forwarding

The VAT base of a domestic payer can be searched for with the following conditions:

- Date: Date of the expense, or if not known, the current day
- Taxability: Taxable
- Location: Main business unit

Voucher lines of expenses on invoices which are transferred to Hogia *(added 16.4.25)*

When transferring invoices to Hogia, the integration creates three separate voucher lines for the balance sheet account, the sales account, and the sales account's contra account from the expenses imported from Hogia's balance sheet account.

DOCUMENT MANAGEMENT INTEGRATIONS

Moving documents of merged customers in NetDocuments

When NetDocuments is used for document management and customers are merged in CSI Lawyer, documents of the source customer, saved in NetDocuments, are automatically moved to the destination customer.

Updating the modified matter subject to NetDocuments *(added 16.10.24)*

When a matter subject is modified in the CSI software, the change is now reflected in NetDocuments which is integrated into the software.

Transferring and updating user rights to NetDocuments *(added 15.1.25)*

If necessary, you can now update the access rights for matters for a single matter or for several matters at once. In practice, it is necessary when deploying NetDocuments or if the access rights update has failed for some reason. The function is visible on the matter lists and in the Settings area and can also be performed on closed and/or archived matters.

The function can be found in the Settings area > Software Management > Plugins > Update access rights to NetDocuments.

When the function is selected, a pop-up window opens:

- If "Update only matters that are protected" is selected, access rights will only be updated for matters that were already protected. Otherwise, unprotected matters are also updated.
- If "Also update closed matters" is selected, access rights are updated for closed and/or archived matters in addition to active matters. Otherwise, only active matters are updated.

If an error occurs when updating the access rights of one of the files in the matter (the file is checked out, for example), it is skipped and continued to the next file.

Speeding up the security functions of the NetDocuments integration *(added 12.2.25)*

Updating user rights in the NetDocuments integration has been enhanced to make the process faster. After the update is completed, an e-mail about changes in access rights and possible errors is sent to the user who updated the NetDocuments access token.

Documents folder of the NetDocuments and SharePoint365 customers

In version 12.0, the Documents folder was replaced with a ribbon button for customers using the NetDocuments or SharePoint integration. Now the Documents folder has been returned to the tree structure.

Integration to iManage document management

The iManage integration attaches CSI Lawyer to iManage document management. Every user or the integration needs a personal ID.

The API login to the integration is made using the ribbon button, and it requires a NRTADMIN level user ID. Users belonging to the NRTADMIN group have system administrator rights to the integration.

Workspace templates

Users having NRTADMIN rights can manage workspace templates in the integration. A template can be selected for a matter when the field in question has first been added to the matter window as a customization.

The field is open until a new matter is saved for the first time. After saving, the template can only be changed with the function on the ribbon. In the integration parameters, it is also possible to set a default template which is automatically prefilled for all new matters.

In the Business unit folder of the main business unit, there is a function enabling template updates. The function retrieves from the integration all active workspace templates.

If there are new templates, they are added to the template list as options.

- If there are old templates whose name has changed, the new name is updated to the template list.
- If a template has been deleted, it is also removed from the template list and from the template field of matters. However, the folder structure remains.

NOTE! Templates have no impact on folders that already exist. They only enable creating new folders.

Files

By default, files that are saved in iManage open in the embedded browser. However, in the toolbar of the embedded browser there is a function that enables opening it in an external browser.

New documents are saved to iManage using the Upload function or by dragging and dropping a document with the mouse. The ribbon function "Documents > Attach document" is not available but is displayed as gray.

**Changing matter principals and merging customers**

If the matter principal is changed or customers merged, the new principal/customer is automatically updated to the metadata of the related matters and documents.

NOTE! The integration term "matter" has no relation to the matter in CSI Lawyer.


OTHER ADDINS

LEDES Timekeeper codes defined for users

When the LEDES addin is in use and the necessary components are activated, the ribbon of the Users list in the settings displays a function which can be used to edit user-specific LEDES Timekeeper classifications.
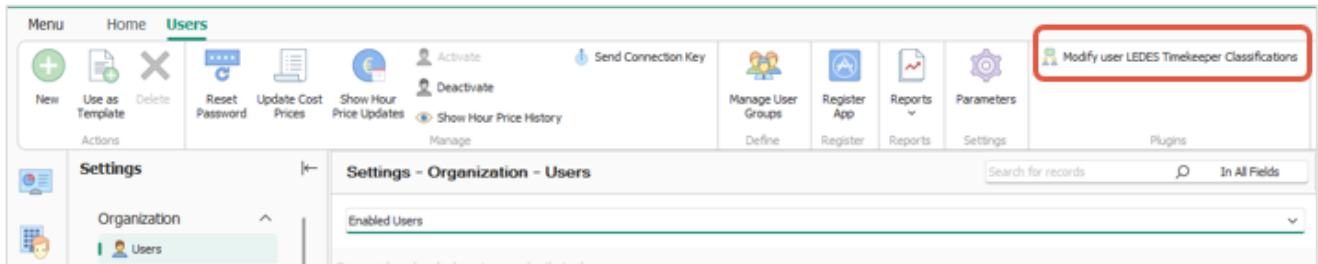
The function opens a window that lists the user's name, employee role, and the LEDES Timekeeper classifications for the employee role and the user. The window only allows editing the user's LEDES classification.
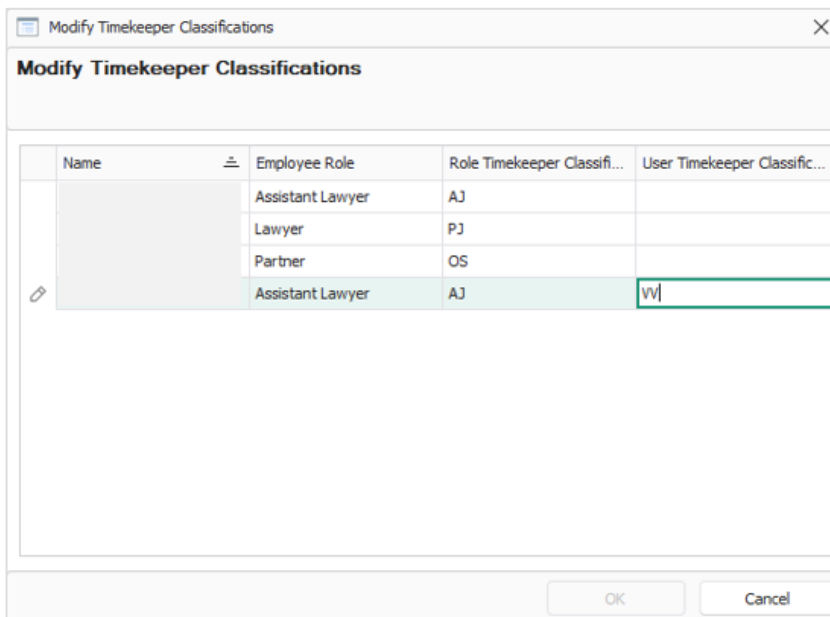
The LEDES classification is primarily the user's classification. If not defined, the software users the classification set for the user's employee role.