

# IPS SQL Pre-migration Guidance

---

March 2026

COMMERCIAL IN CONFIDENCE

# Contents

Foreword.....	2
Running the IPS Cloud Pre-Migration Report .....	2
Users with no Email Address on Case Staff.....	5
Duplicate Emails .....	7
Case Staff with no User Record.....	9
Recreating the User.....	9
Updating non-genuine Case Staff.....	11
Missing Bond Providers.....	13
Meetings with no Meeting Type.....	14
Case Staff with no Nominee Type.....	15
Resolve Using Script.....	15
Resolve Manually .....	16
Missing LQCASISIGN.....	17
Inactive Case Staff On Open Cases.....	19
Enabling an Inactive User.....	19
Marking Inactive at the Case level.....	20
Case with Incomplete Meetings.....	22
Manually Completing Meetings.....	22
Completing Meetings using the Script.....	23
Case with Incomplete Decisions.....	24
Completing Decisions using the Script.....	24
Manually Completing Decisions.....	25
Closed Cases with Open Diary Lines.....	27
Distinct Missing Bank Account Names Used in Transactions (Open not blocked Cases).....	29
Time Entry Specific Test.....	30
Time Entry with missing Users.....	30
Missing Staff Grades .....	34
Missing Charge Out Rates.....	35
Time with no Units.....	37
Final Actions.....	39

## Foreword

This guidance provides an overview of the IPS Cloud Pre-migration Report output, and the necessary steps required to update/correct erroneous or missing data in accordance with the instructions below. The report only returns data and can be run (and re-run) as many times as required.

*Note:* That additional steps are required for time users which can be disregarded if you do not use IPSSQL for time recording.

**We advise that it is considered best practice to take a backup before proceeding to amend any data.**

## Running the IPS Cloud Pre-Migration Report

If the version of IPSSQL you are currently using is up to date you will already have access to the Onboarding Folder (Practice > Reports > Onboarding IPS Cloud). If this is not the case you will have to:

1. Copy the onboarding report files into your IPS installation folder: <Practice Menu><23~Reports><Global>

*Note:* The folder (Onboarding IPS Cloud) will likely contain an older version of the report file, please replace with the latest version (20240313) supplied by your onboarding project lead.

2. Restart IPSSQL
3. In SQL Navigate to Practice > Reports > Global or Practice > Reports > Onboarding IPS Cloud depending on the installation location
4. Select  **IPS Cloud Pre-Migration Report**

*Note:* A window will appear when the report runs.

5. In the Default Floating Charge Creditor Account enter **Account Code from Chart of Accounts**
6. In the Default unsecured Creditor Account enter **Account Code from Chart of Accounts**
7. Use the  icon to save the Report as a PDF

*Note:* You must supply Turnkey with a copy of the report.

*Note:* The first page of the report returns the SQL Server & IPS build Info, Case Analysis and Volume Analysis data, this is for information only and will be reviewed by your development team.

## IPS Cloud Pre-Migration Report

Version: 20231102

---

### SQL Server & IPS Build Info

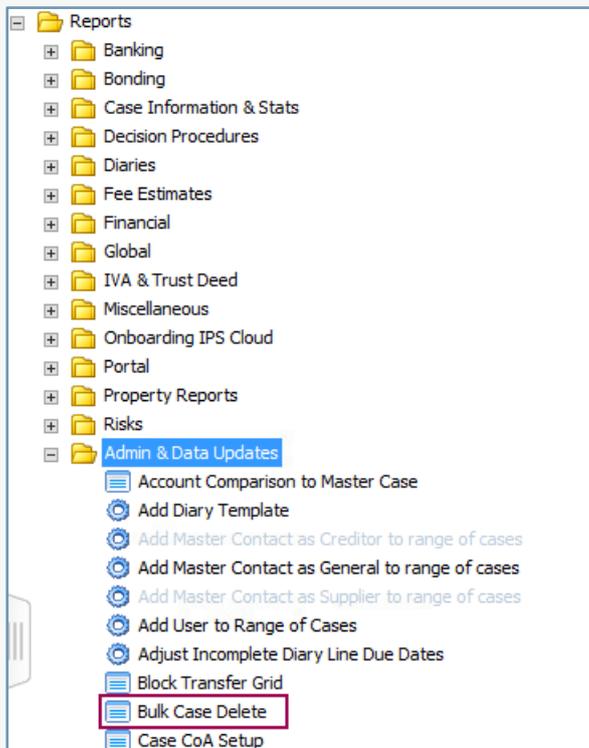
---

SQL Server Version  
 Microsoft SQL Server 2019 (RTM-CU23) (KB5030333) - 15.0.4335.1 (X64) Sep 21 2023 17:28:44 Copyright (C) 2019 Microsoft Corporation Standard Edition (64-bit) on Windows Server 2016 Standard 10.0 <X64> (Build 14393;) (HyperV/SOR)  
 IPS SQL Build 3.0.2310

Note: Case Analysis and a Volume Analysis is again for information only, however, if your data contains a large number of 'Old Closed Cases >= 7 years' it is recommended that a review of these cases is completed and, where possible, the cases are deleted prior to migration.

Case Analysis				
Total Cases	Open Cases	Closed Cases	Blocked Cases	Old Closed Cases >= 7 years
435	423	12	2	0

Note: The 'Bulk Case Delete' function, that is available via Practice Menu > Reports > Admin & Data Updates, can be used to review and delete the cases. Your IPS Cloud onboarding lead at Turnkey can provide additional guidance if required.



- Reports
  - Banking
  - Bonding
  - Case Information & Stats
  - Decision Procedures
  - Diaries
  - Fee Estimates
  - Financial
  - Global
  - IVA & Trust Deed
  - Miscellaneous
  - Onboarding IPS Cloud
  - Portal
  - Property Reports
  - Risks
  - Admin & Data Updates
    - Account Comparison to Master Case
    - Add Diary Template
    - Add Master Contact as Creditor to range of cases
    - Add Master Contact as General to range of cases
    - Add Master Contact as Supplier to range of cases
    - Add User to Range of Cases
    - Adjust Incomplete Diary Line Due Dates
    - Block Transfer Grid
    - Bulk Case Delete**
    - Case CoA Setup

Note: Licenses and Portal IDs are mainly for information only but will require some data cleansing in situations where there are more than one of each. Your onboarding manager will notify you of any necessary steps.

Licenses (If you have more than 1 Licence then please identify which is the main billing Office)						
Location	Company name	Address 1	Address 2	Address 3	Address 4	Address 5
	Turnkey Computer Technology Limited	Thornton Lodge	East Kilbride Road	Clarkston	Glasgow	G76 9HW

Portal IDs (If you have more than 1 Portal ID, please identify which one should be used.)	
Location	Portal ID
	{5E444F1A-5B22-487D-B555-3AC5A3D43270}

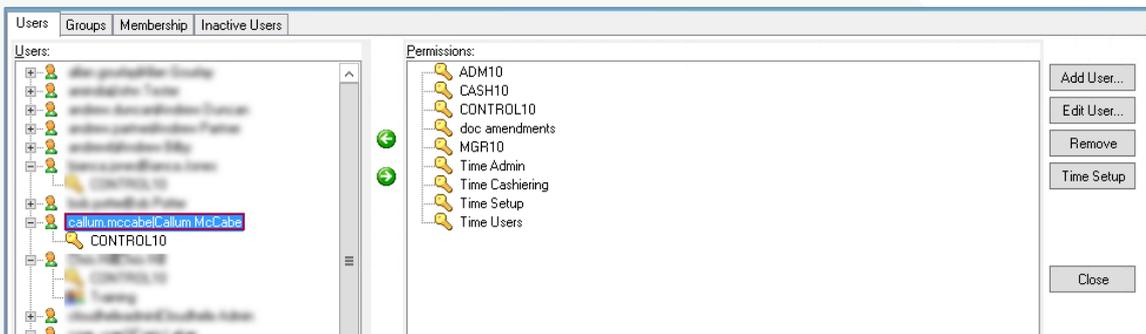
Note: The following processes will be considerably easier with multiple displays, it is advised to keep the PDF version of the report open on one screen while using SQL on the other.

Note: The report can be reproduced as you work through the steps required to cleanse your data. You may wish to reproduce the reports as you complete each section, or during breaks in the process.

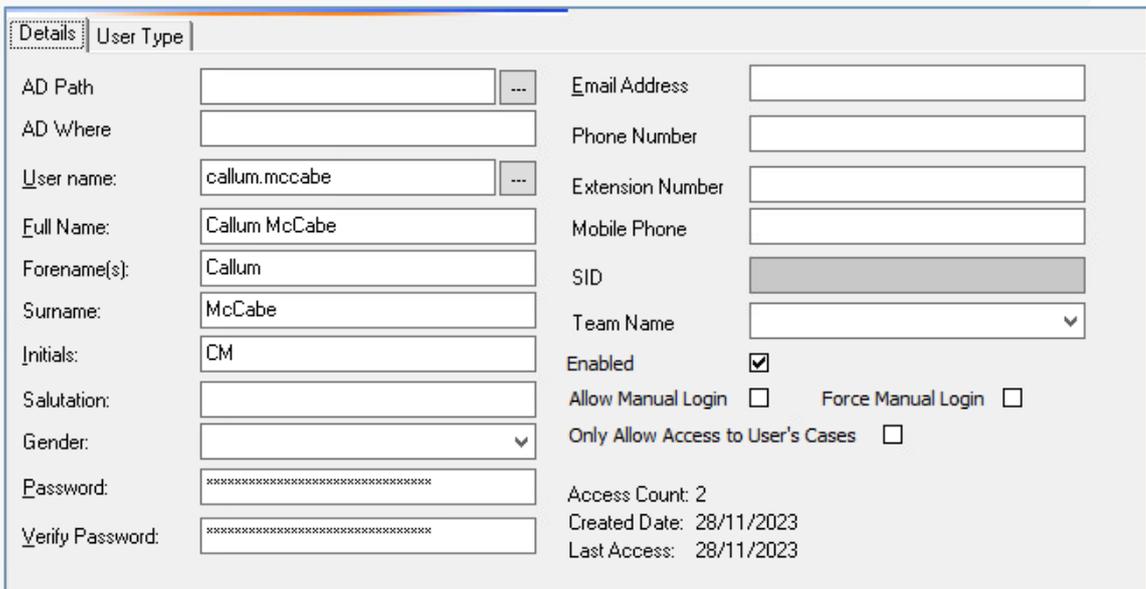
# Users with no Email Address on Case Staff

All users migrated to IPS Cloud must have a valid and unique email address, this does not need to be an active or valid email but must conform to email standards eg. anything@something.com. Do not delete users which are listed on Case Staff this can result in data loss, such as time entries relating to that user.

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *User with no Email Address on Case Staff*, you can search using Ctrl+F to find this quickly
3. On SQL Navigate to Administration > Security > Security Manager > Users
4. Select the user



5. Select **Edit User**



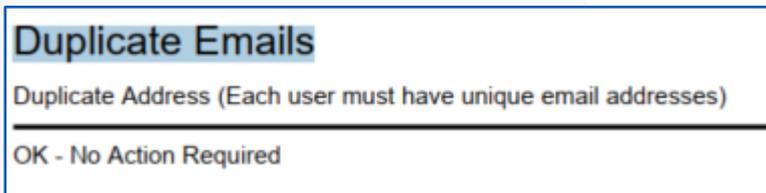
6. Enter the **Email Address**

*Note:* The emails must all be unique so you may want to add a sequential number to them if you are using dummy emails.

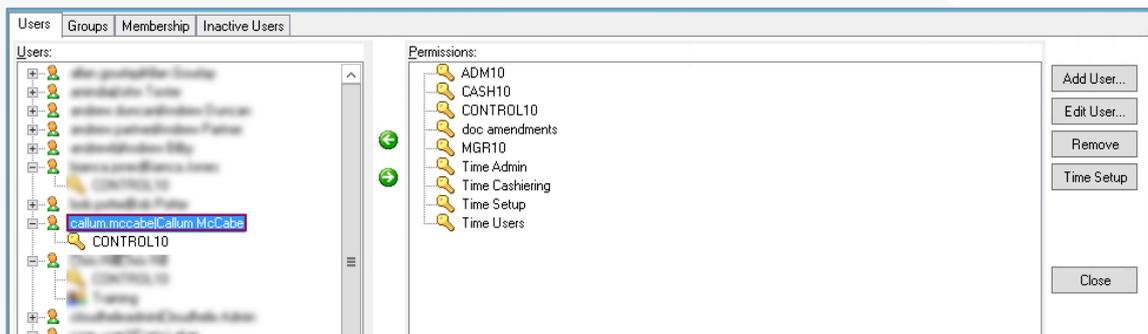
7. Select **Ok**
8. Continue working through the list in the report until all the emails are completed.

# Duplicate Emails

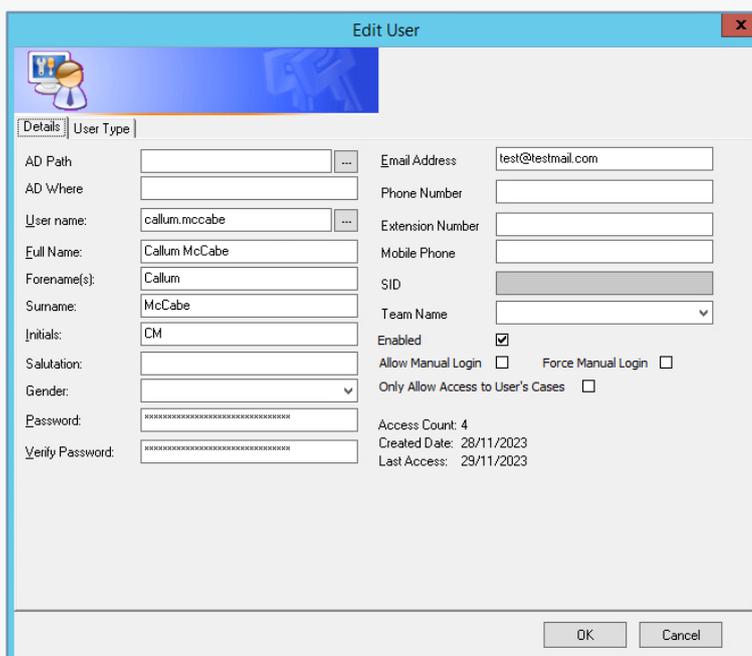
1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Duplicate Emails*, you can search using Ctrl+F to find this quickly



3. On SQL Navigate to Administration > Security > Security Manager > Users
4. Select the user



5. Select **Edit User**



6. Amend the Email Address to make it unique

Email Address	testemail1@test.com
---------------	---------------------

7. Select **Ok**
8. Continue working through the list in the report until all the duplicate emails are unique.

# Case Staff with no User Record

## Recreating the User

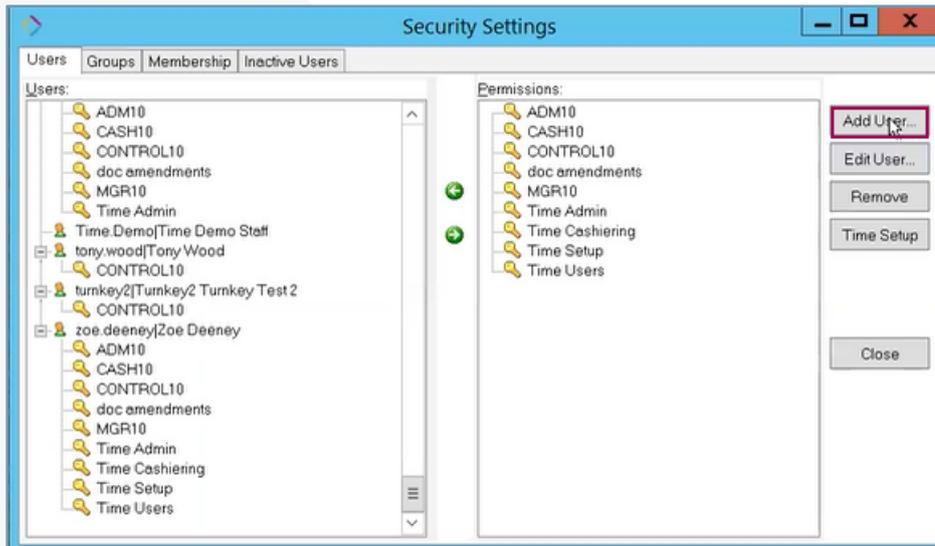
Case staff with no User Record will typically be deleted user which are still recorded on case records, these users should have been marked as inactive, however this can be resolved by recreating the user.

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Case Staff with no User Record*, you can search using Ctrl+F to find this quickly

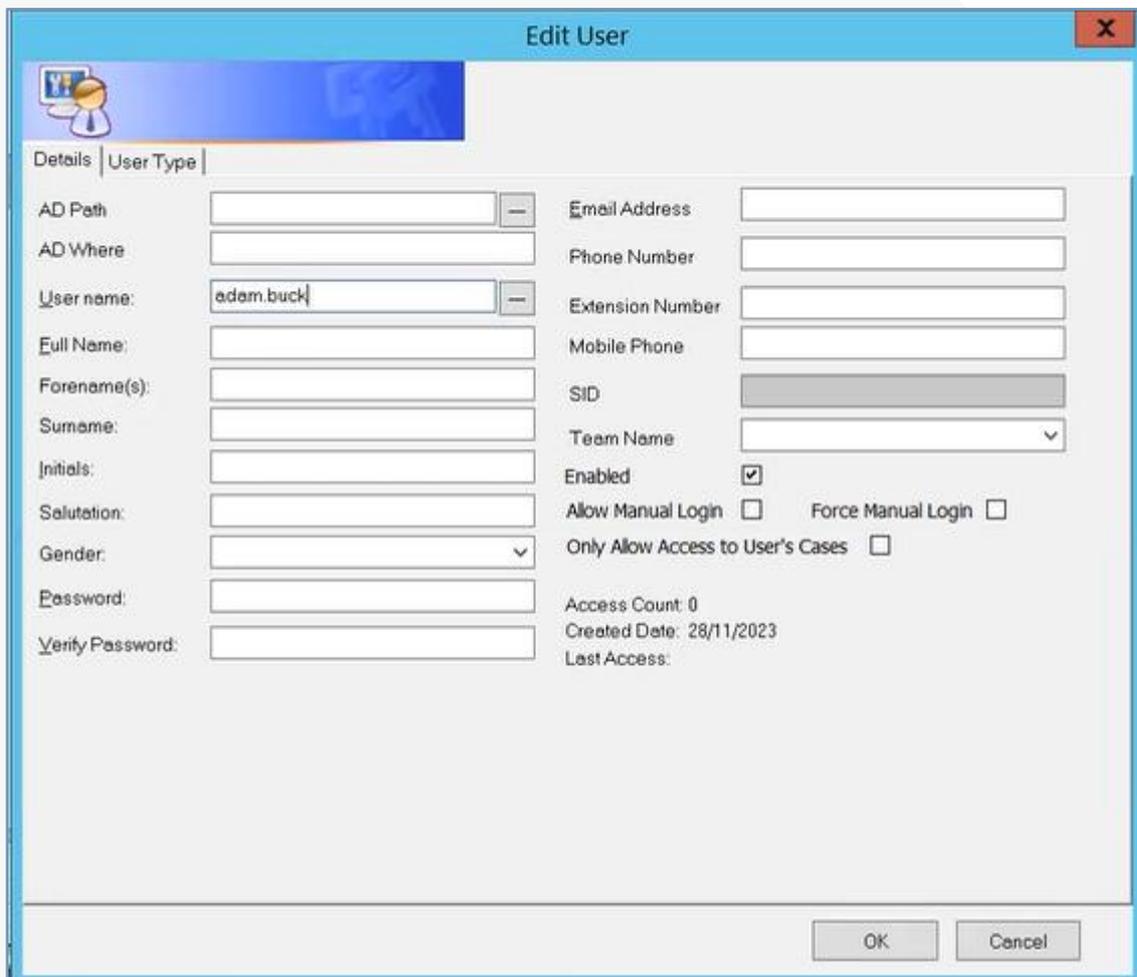
Case Staff with no User Record (Summary)		
Details can be found in the Details Section.		
Login	Role	No. Cases
[blurred]	20	1
[blurred]	40	1
[blurred]	50	1
[blurred]	10	1
[blurred]	30	1
[blurred]	10	1
[blurred]	30	1
[blurred]	10	1
[blurred]	20	1
[blurred]	30	1
[blurred]	40	2
[blurred]	40	2
[blurred]	20	1
Adam.Buck	10	1
Adam.Buck	20	1

Note: Users are listed by Role, it is not necessary to add duplicates more than once.

3. On SQL Navigate to Administration > Security > Security Manager > Users
4. Select **Add User**



5. Enter the **Username** exactly as it appears in the Login Column of the report



Note: in the case of Third Party IP's it is necessary to complete steps 6-7 otherwise advance to [step 8](#).

6. Enter the **Full Name**

Full Name:

Note: This must match the User Name.

7. Ensure **Enabled** is not checked Ensure **Enabled** is not checked

Enabled

8. Enter the **Initials**

Initials:

9. Enter a unique **Email Address**

Email Address

10. Select **Ok**

11. Continue working through the list in the report until all the User Records are completed.

Note: If the staff listed are not genuine current or past users, see the guidance below.

## Updating non-genuine Case Staff

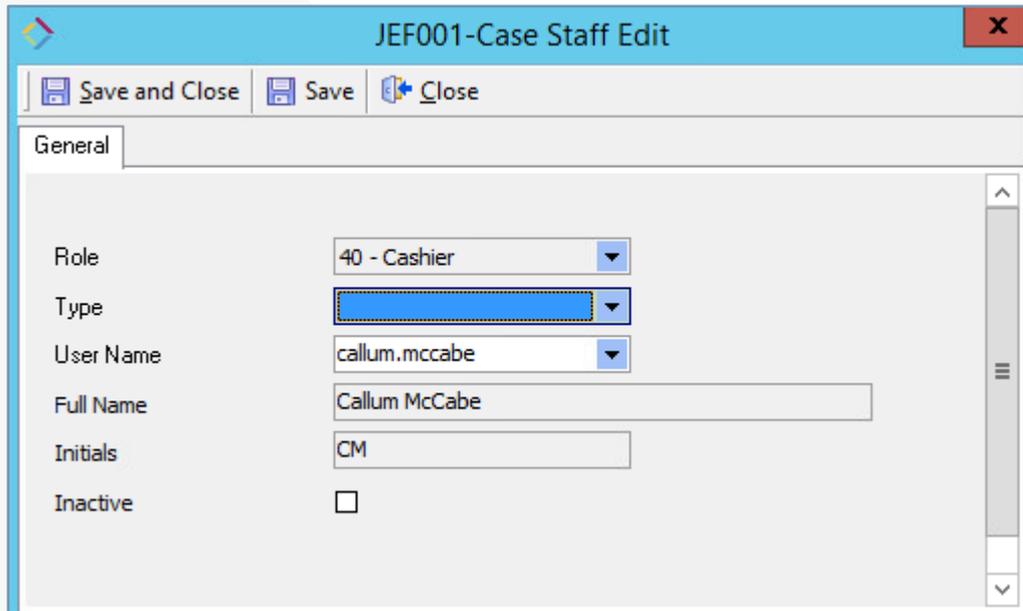
1. Search for the Case Code

Look for case:

2. Navigate to Case > Setup > Staff

Role	Login Name	Full Name	Nominee Type	Inactive
Appointment	darren.white	Darren J White	Lead	<input type="checkbox"/>
Manager	john.fitzgerald	John Fitzgerald	Lead	<input type="checkbox"/>
Cashier	john.fitzgerald	John Fitzgerald	Lead	<input type="checkbox"/>
Cashier	callum.mccabe	Callum McCabe		<input type="checkbox"/>

3. Select the User
4. Double-click the User



5. Check the Inactive box
6. Select **Save and Close**
7. Repeat as required



# Meetings with no Meeting Type

On migration to IPS Meetings with no Meeting Type selected will default to Physical Meetings. There is no need to amend these if that is not a problem for your firm.

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Meetings with no Meeting Type*, you can search using Ctrl+F to find this quickly

Meetings with no Meeting Type					
Case Code	Meeting Date	Adj. Date	Meeting Purpose	Closed	Blocked
	20/01/2017	//	Creditors Meeting (Latest)	//	No
	20/01/2017	//	Creditors Meeting (Latest)	//	No
	15/02/2017	//	Board Meeting	//	No
	06/03/2017	//	Extraordinary General Meeting	//	No

3. On SQL use Look for Case to search for the Case Code

Look for case:

4. Navigate to Case > Decision Procedures > Meetings > Meetings
5. Double-Click the **Meeting Type** Field

Meeting Type	Meeting Date	Purpose	Meeting Time	No. Of Proxies
	20/01/2017	Creditors Meeting (Latest)	10:00	0

6. Select the Meeting type

Save and Close Save Close

General Evidence Notes

Type of Meeting  Platform

Purpose of Meeting Creditors Meeting (Latest) Completed

Meeting Date 20/01/2017 Adjourned Date

Time 10:00

Address... Lookup Place Watford Web Visible  Toggle Visible

Chairperson of Meeting IP One

Proxy Submission Date 19/01/2017 Unlodged Proofs Date

7. Select **Save and Close**
8. Complete the remaining Meetings with no Meeting Types

# Case Staff with no Nominee Type

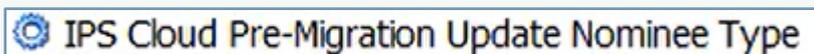
## Resolve Using Script

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Case Staff with No Nominee Type*, you can search using Ctrl+F to find this quickly

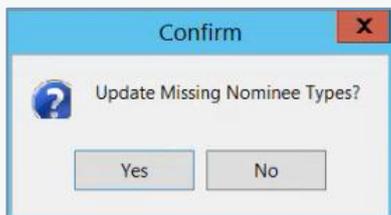
Case Staff with No Nominee Type			
Apply Script: IPS Cloud Pre-Migration Update Nominee Type, to fix this issue.			
Case Code	Name	Login Name	Role
124578	Test Memo2 Ltd	john.fitzgerald	40

*Note:* The cases identified will be detailed in the report, these are cases where the Lead, Second IP, Case Manager etc. have not been specified. This can be resolved manually or by running a script which will allocate the Nominee Type based on the order in which staff were added to the case. Only run the script, if you agree with the logic described above otherwise advance to [Resolve Manually](#).

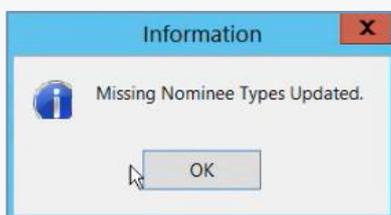
3. On SQL navigate to Practice > Reports > Global / Practice > Reports > Onboarding IPS Cloud depending on the installation location
4. Select **IPS Cloud Pre-Migration Update Nominee Type**



5. Select **Yes**



6. Select **Ok**



## Resolve Manually

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Case Staff with No Nominee Type*, you can search using Ctrl+F to find this quickly

Case Staff with No Nominee Type			
Apply Script: IPS Cloud Pre-Migration Update Nominee Type, to fix this issue.			
Case Code	Name	Login Name	Role
124578	TestMemo2 Ltd	john.fitzgerald	40

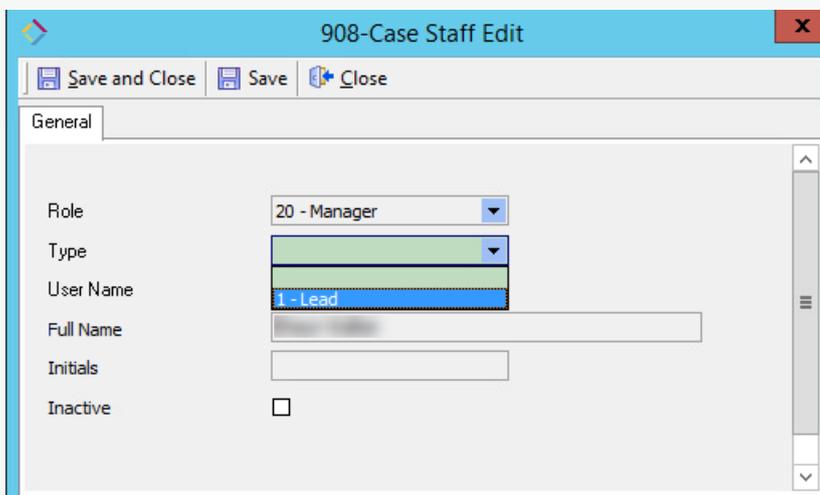
3. On SQL use Look for Case to search for the Case Code

Look for case:  ▼

4. Navigate to Case > Setup > Staff

Role	Login Name	Full Name	Nominee Type	Inactive
Appointment			Lead	<input type="checkbox"/>
Appointment			Retired/Former	<input type="checkbox"/>
Manager				<input type="checkbox"/>
Manager			Lead	<input type="checkbox"/>
Case Admin				<input type="checkbox"/>
Case Admin				<input checked="" type="checkbox"/>

5. Double-click the blank Nominee Type
6. Select the **Type**



908-Case Staff Edit

Save and Close Save Close

General

Role: 20 - Manager

Type: 1 - Lead

User Name: [text box]

Full Name: [text box]

Initials: [text box]

Inactive:

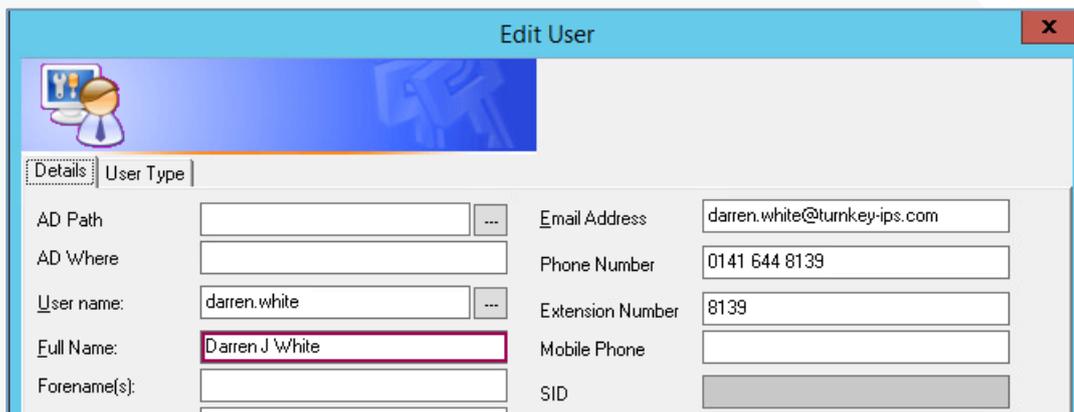
7. Select **Save and Close**
8. Continue assigning Nominee Types until the list has been completed

# Missing LQCASESIGN

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Missing LQCASESIGN*, you can search using Ctrl+F to find this quickly

413	
<b>Missing LQCASESIGN</b>	
Please address the Not Set Values	
Description	Code
Darren White	Not Set

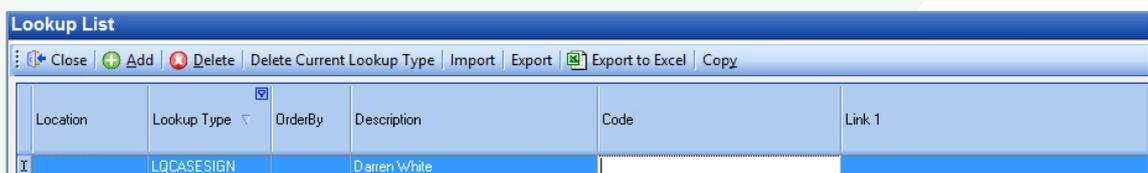
Note: The Code must be set as the IP's name as it appears in Edit User screen, Administration > Security > Security Manager > User > (selected user).



The 'Edit User' window displays the following fields:

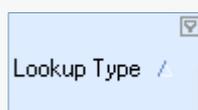
- AD Path: [Empty]
- AD Where: [Empty]
- User name: darren.white
- Full Name: Darren J White
- Forename(s): [Empty]
- Email Address: darren.white@turnkey-ips.com
- Phone Number: 0141 644 8139
- Extension Number: 8139
- Mobile Phone: [Empty]
- SID: [Empty]

Note: If this is not addressed the data in the Description field will be used to populate the Code field.

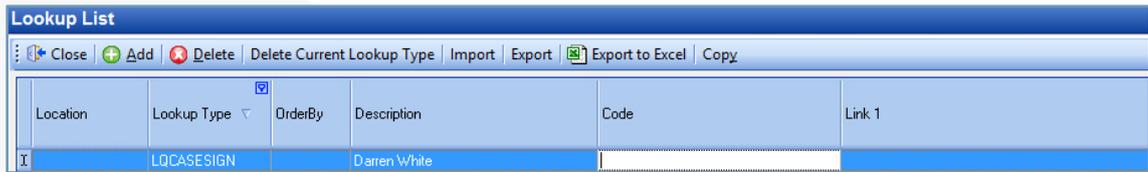


Location	Lookup Type	OrderBy	Description	Code	Link 1
I	LQCASESIGN		Darren White		

3. On SQL Navigate to Administration > Maintenance > Lookup List
4. Select the Filter Icon within **Lookup Type**



7. Select **LQCASESIGN**
8. Select the Code Field



Location	Lookup Type	OrderBy	Description	Code	Link 1
I	LQCASESIGN		Darren White		

9. Enter the Full Name exactly as it appears in the Edit User screen.
10. Continue working through the list until all Codes are completed.

# Inactive Case Staff On Open Cases

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Inactive Case Staff On Open Cases*, you can search using Ctrl+F to find this quickly

Inactive Case Staff On Open Cases 					
Case Code	Name	User Name	Role	Inactive	Nominee Type
999034		Callum McCabe	40	Yes	

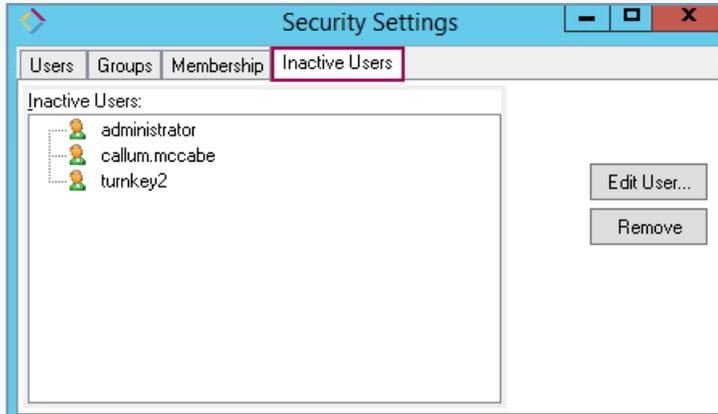
*Note:* These are Users that are marked as active on open cases, but are not enabled within the Security Manager.

3. Ensure that these staff members are genuinely inactive (e.g., have left the practice) in which case no further action is required

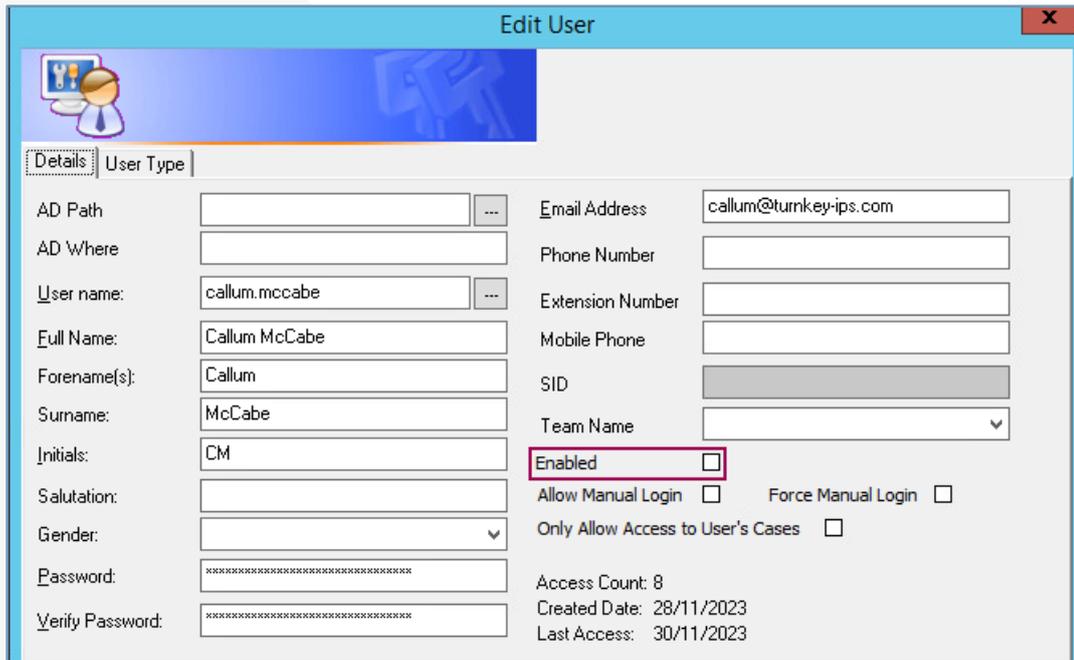
*Note:* If any staff member in the list has been replaced using the IPS utility (a staff name changes for instance) then these will need to be corrected manually.

## Enabling an Inactive User

1. If the staff member is incorrectly marked as Inactive navigate to Administration > Security > Security Manager > Inactive Users



2. Select the User
3. Select **Edit User**



**Edit User**

Details | User Type

AD Path: [ ] ...

AD Where: [ ]

User name: callum.mccabe ...

Full Name: Callum McCabe

Forename(s): Callum

Surname: McCabe

Initials: CM

Salutation: [ ]

Gender: [v]

Password: [ ]

Verify Password: [ ]

Email Address: callum@turnkey-ips.com

Phone Number: [ ]

Extension Number: [ ]

Mobile Phone: [ ]

SID: [ ]

Team Name: [v]

**Enabled**

Allow Manual Login  Force Manual Login

Only Allow Access to User's Cases

Access Count: 8  
Created Date: 28/11/2023  
Last Access: 30/11/2023

4. Check the enabled box **Enabled**
5. Select **Ok**
6. Repeat these steps as required

## Marking Inactive at the Case level

You may wish to mark users as inactive at the case level in situations where they have been moved to work from a particular case. To do so follow the instructions below.

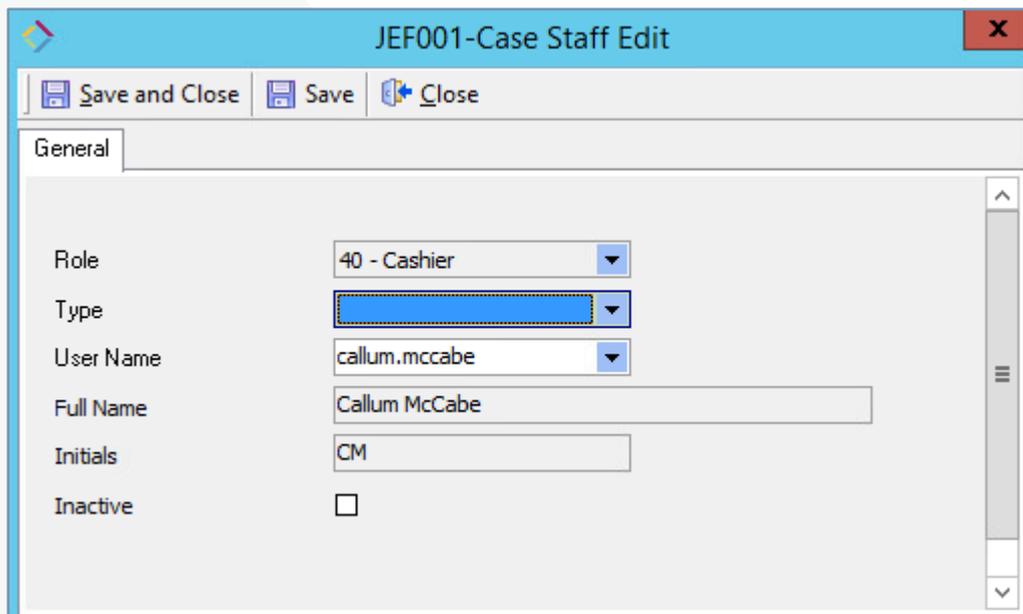
1. Search for the Case Code

Look for case: [ ]

2. Navigate to Case > Setup > Staff

Role	Login Name	Full Name	Nominee Type	Inactive
Appointment	darren.white	Darren J White	Lead	<input type="checkbox"/>
Manager	john.fitzgerald	John Fitzgerald	Lead	<input type="checkbox"/>
Cashier	john.fitzgerald	John Fitzgerald	Lead	<input type="checkbox"/>
Cashier	callum.mccabe	Callum McCabe		<input type="checkbox"/>

8. Double-click the user



Role	40 - Cashier
Type	
User Name	callum.mccabe
Full Name	Callum McCabe
Initials	CM
Inactive	<input type="checkbox"/>

9. Check the Inactive box
10. Select **Save and Close**
11. Repeat these steps as required

# Case with Incomplete Meetings

Incomplete meetings will need to be reconstructed in IPS Cloud post migration. The only incomplete meetings should be those where the meeting or decision date is in the future. All Meetings/Decisions where the date is in the past should be appropriately completed prior to migration.

This can be done manually or by, using the available script which will Complete historical meetings, using the meeting date as the completion date. Only run this script if you consider the logic described is appropriate for your cases.

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Cases with Incomplete Meetings*, you can search using Ctrl+F to find this quickly

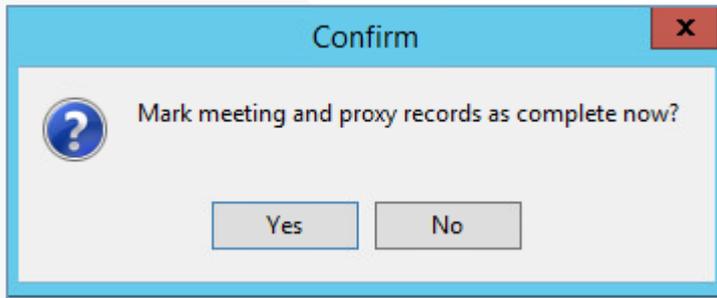
Cases with Incomplete Meetings							
Case Code	Name	Meeting Date	Adj. Date	Meeting Purpose	Meeting Type	Case Closed	Case Blocked
0202020202		14/04/2022	//	Creditors Meeting (First)	Physical	//	Yes
0202		08/02/2023	//	Board Meeting	By Correspondence	//	No
		13/05/2022	//	Creditors Meeting (First)	Physical	//	No
		20/01/2017	//	Creditors Meeting (Latest)		//	No
		20/01/2017	//	Creditors Meeting (Latest)		//	No
		05/01/2022	//	Board Meeting	Physical	//	No
		20/01/2022	//	Extraordinary General Meeting	Physical	//	No
		11/04/2022	//	Creditors Meeting (Latest)	Physical	//	No
		02/09/2022	//	Board Meeting	Physical	//	No
		16/09/2022	//	Extraordinary General Meeting	Virtual	//	No
		16/09/2022	//	Creditors Meeting (First)	Virtual	//	No
		06/10/2023	//	Board Meeting	Physical	//	No

## Manually Completing Meetings

1. Search for the Case Code
- Look for case:  ▼
2. Navigate to Case > Decision Procedures > Meetings > Meetings
  3. Select the Meeting
  4. Select **Complete Meeting**

Meeting Type	Meeting Date	Purpose	Meeting Time	No. Of Proxies	No. of Resolutions	Add 1	Add 2	Add 3	Add 4
Physical	14/04/2022	Creditors Meeting (First)	10.00	0	0				

5. Select **Yes**



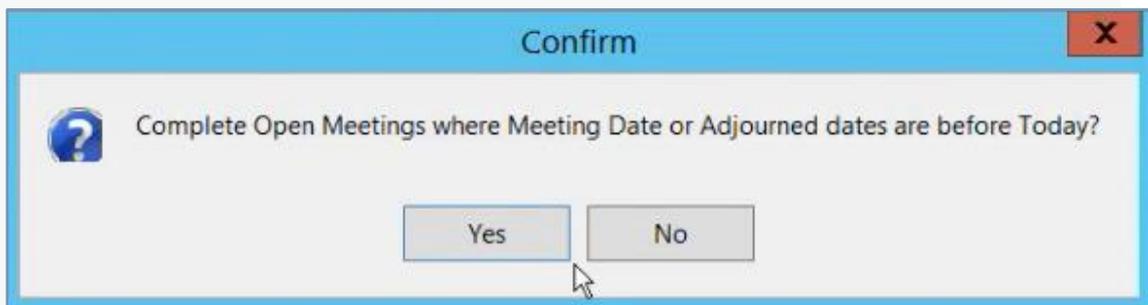
6. Repeat as required until all the records in the list have been addressed

## Completing Meetings using the Script

1. Navigate to Practice > Reports > Global Practice > Reports > Onboarding IPS Cloud depending on the installation location
2. Select IPS Cloud Pre-Migration Complete Historical Meetings



3. Select **Yes**



4. Select **OK**



# Case with Incomplete Decisions

There is a script available that when run will update all Incomplete Decisions on Closed Cases. This is recommended as it will reduce the number of outstanding items in this section. After running the script you should run a fresh copy of the Pre-Migration report so that you will be presented with any remaining items that may need attention. Only incomplete decisions where the decision date is on the future should be migrated to IPS Cloud.

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Cases with Incomplete Decisions*, you can search using Ctrl+F to find this quickly

Cases with Incomplete Decisions				
Case Code	Name	Decision Date	Case Closed	Case Blocked
B098	Bodykraft (Dudley) Limited	16/11/2018	//	NO
B098	Bodykraft (Dudley) Limited	03/09/2019	//	NO
B098	Bodykraft (Dudley) Limited	14/09/2020	//	NO
C2028	Claron Hydraulic Seats Limited	20/11/2025	//	NO
DITEST1912	Peter Griffen	30/08/2024	//	NO
22				
DJP	A Demo Ltd	30/09/2025	//	NO
DJP1202	Second Demo Case Ltd	26/02/2025	//	NO
DJP1202	Second Demo Case Ltd	26/02/2025	//	NO
EWAN_MCM	Beebee & Leaf Limited	19/08/2025	//	NO
ASTER_BE0				
064				
PORTAL125	Clear Today Ltd	18/03/2018	//	NO
PORTAL125	Clear Today Ltd	11/04/2017	//	NO
PORTAL125	Clear Today Ltd	29/07/2017	//	NO
PORTAL125	Clear Today Ltd	01/03/2025	//	NO
PORTAL125	Clear Today Ltd	31/05/2017	//	NO
PORTAL125	Clear Today Ltd	31/08/2017	//	NO
PORTAL125	Clear Today Ltd	31/08/2017	//	NO
PORTAL125	Clear Today Ltd	21/11/2017	//	NO
PORTAL125	Clear Today Ltd	30/11/2018	//	NO
PORTAL125	Clear Today Ltd	08/06/2018	//	NO
PORTAL125	Clear Today Ltd	11/09/2018	//	NO
PORTAL125	Clear Today Ltd	06/12/2018	//	NO
PORTAL125	Clear Today Ltd	26/11/2019	//	NO
PORTAL125	Clear Today Ltd	26/11/2019	//	NO
PORTAL125	Clear Today Ltd	26/11/2019	//	NO
PORTAL125	Clear Today Ltd	26/11/2019	//	NO
PORTAL125	Clear Today Ltd	30/03/2019	//	NO
PORTAL125	Clear Today Ltd	26/11/2019	//	NO
PORTAL125	Clear Today Ltd	09/11/2023	//	NO
PORTAL125	Clear Today Ltd	23/11/2019	//	NO
PORTAL125	Clear Today Ltd	04/03/2020	//	NO
PORTAL125	Clear Today Ltd	25/03/2020	//	NO
PORTAL125	Clear Today Ltd	30/06/2020	//	NO
PORTAL125	Clear Today Ltd	30/06/2020	//	NO
PORTAL125	Clear Today Ltd	30/06/2021	//	NO
PORTAL125	Clear Today Ltd	31/05/2025	//	NO
PORTAL125	Clear Today Ltd	31/05/2025	//	NO
PORTALTES	NEW PORTAL TEST LTD	27/02/2025	//	NO
TCOPY				
PORTALTES	NEW PORTAL TEST LTD	19/02/2025	//	NO
TCOPY				
T190	Tai Mon Properties Limited	14/08/2025	//	NO
TESTCVL	Test Case CVL Limited	20/08/2025	//	NO
TESTCVL	Test Case CVL Limited	18/09/2025	//	NO
TESTCVL	Test Case CVL Limited	20/09/2025	//	NO
TESTCVL	Test Case CVL Limited	20/09/2025	//	NO
TESTD	Jkaba Limited	15/12/2024	//	NO

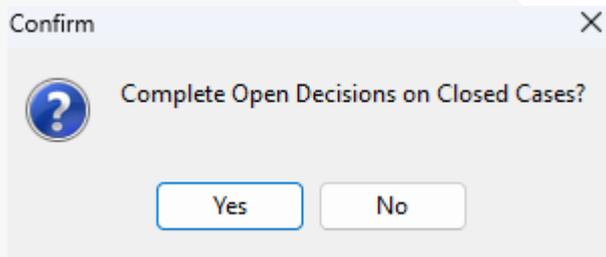
## Completing Decisions using the Script

1. Navigate to Practice > Reports > Global Practice > Reports > Onboarding IPS Cloud depending on the installation location

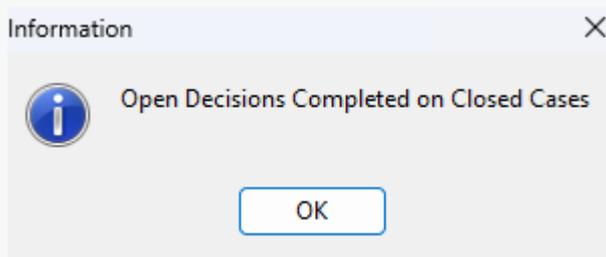
2. Select IPS Cloud Pre-Migration Complete Decisions on Closed Cases

 IPS Cloud Pre-Migration Complete Decisions on Closed Cases

3. Select **Yes**



4. Select **OK**



## Manually Completing Decisions

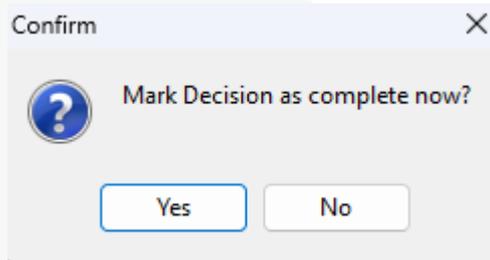
1. Search for the Case Code

Look for case:  

2. Navigate to Case > Decision Procedures > By Decision Process > Decisions
3. Select the Decision
4. Select **Complete Decision**

Clear Today Ltd - Case Decisions							
 Close  Add  Edit  Delete  Export to Excel           Toggle Comm. App.           Complete Decision           Toggle Web Visible							
Decision Key	Decision Type	Decision Date	Description	Completed	Web Visible	Notice Date	Platform
▶ 10	By Vote	11/04/2017	This is a test decision by vote	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
40	By Vote	31/05/2017	That the liquidator's remuneration €300 is approved.	<input type="checkbox"/>	<input type="checkbox"/>		

5. Select **Yes**



6. Repeat as required until all the records in the list have been addressed

# Closed Cases with Open Diary Lines

We recommend you use the 'Close Case' option in the 'Case Diary' screen to delete unwanted entries and update required entries appropriately. However, closed cases may have open diary lines for good reason and so this message is advisory only. The implication is that your IPS Cloud dashboard will be populated with notifications that do not necessarily require action.

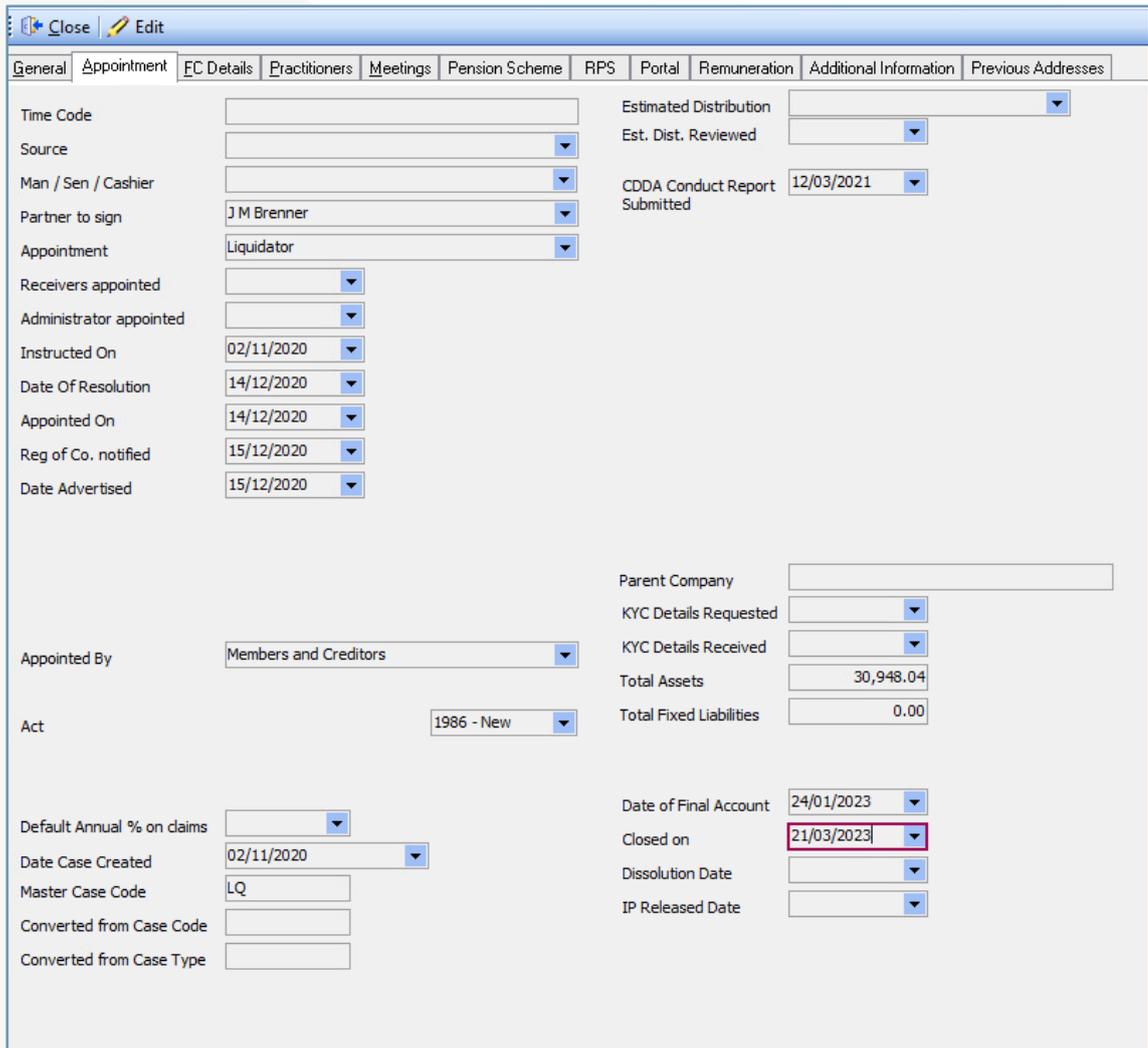
1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Closed Cases with Open Diary Lines (Detail)*, you can search using Ctrl+F to find this quickly

Case Code	Name	Closed	Description	#Open Diary Lines
		21/03/2023	Deadline for objections to release - Has there been a request for further information or an application to Court under r18.9 or r18.34 that would extend this period?	1
		30/06/2023	AD01 Change of Registered Office	2
		30/06/2023	Add MVLXIR16 Diary	1
		30/06/2023	Advertisement For Claims	1
		30/06/2023	Advertisement in London Gazette	1
		30/06/2023	Advertisement where considered appropriate	1
		30/06/2023	Annual Progress Report incl R&P account to members and creditors	1
		30/06/2023	Bond Calculation	1
		30/06/2023	Bond Calculation (2nd bond holder)	1

3. Search for the Case Code

Note: You may wish to confirm that the Closed on date was completed in Case Setup as this process will delete all Diary Lines after this date.

4. Navigate to Case > Setup > View Setup Detail
5. Select Appointments
6. Confirm the Closed on Date



Close Edit

General Appointment FC Details Practitioners Meetings Pension Scheme RPS Portal Remuneration Additional Information Previous Addresses

Time Code  
Source  
Man / Sen / Cashier  
Partner to sign JM Brenner  
Appointment Liquidator  
Receivers appointed  
Administrator appointed  
Instructed On 02/11/2020  
Date Of Resolution 14/12/2020  
Appointed On 14/12/2020  
Reg of Co. notified 15/12/2020  
Date Advertised 15/12/2020

Estimated Distribution  
Est. Dist. Reviewed  
CDDA Conduct Report Submitted 12/03/2021

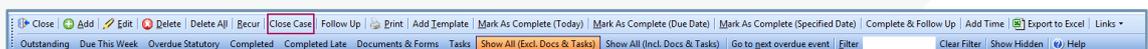
Appointed By Members and Creditors  
Act 1986 - New

Parent Company  
KYC Details Requested  
KYC Details Received  
Total Assets 30,948.04  
Total Fixed Liabilities 0.00

Default Annual % on claims  
Date Case Created 02/11/2020  
Master Case Code LQ  
Converted from Case Code  
Converted from Case Type

Date of Final Account 24/01/2023  
Closed on 21/03/2023  
Dissolution Date  
IP Released Date

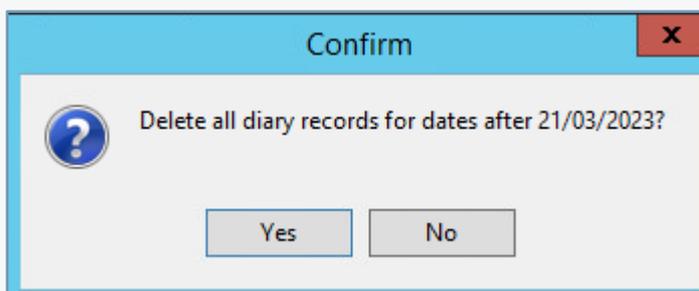
7. Navigate to Case > Setup > Diary
8. Select Close Case



Close Add Edit Delete Delete All Recur Close Case Follow Up Print Add Template Mark As Complete (Today) Mark As Complete (Due Date) Mark As Complete (Specified Date) Complete & Follow Up Add Time Export to Excel Links

Outstanding Due This Week Overdue Statutory Completed Completed Late Documents & Forms Tasks Show All (Excl. Docs & Tasks) Show All (Incl. Docs & Tasks) Go to next overdue event Filter Clear Filter Show Hidden Help

9. Select **Yes**



Confirm

Delete all diary records for dates after 21/03/2023?

Yes No

10. Repeat as required to clear the list

# Distinct Missing Bank Account Names Used in Transactions (Open not blocked Cases)

The Bank Account Name is a mandatory field in IPS Cloud, so any accounts which do not contain a name need to be corrected. If this section returns a very large volume of data, your onboarding lead can provide a script that can be run to identify the cases.

No further action is required if you are happy for bank accounts without names to be populated with the case name, this can be corrected at the point of migration. Please advise your onboarding lead of your requirements.

Distinct Missing Bank Account Names used in Transactions (Open not blocked Cases)	
Please supply Bank Account Names (Required Field in IPS Cloud)	
Sort Code	Account No.
00-00-00	00000000
00-00-00	12121212

# Time Entry Specific Test

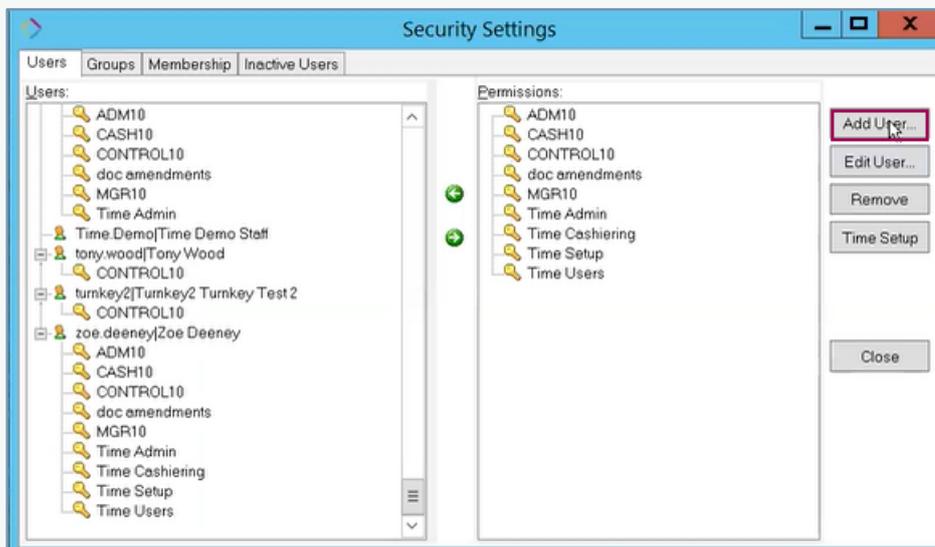
## Time Entry with missing Users

This section of the report will highlight users which have likely been deleted even though they had time entries. It will be necessary to create a new user and assign the missing staff code.

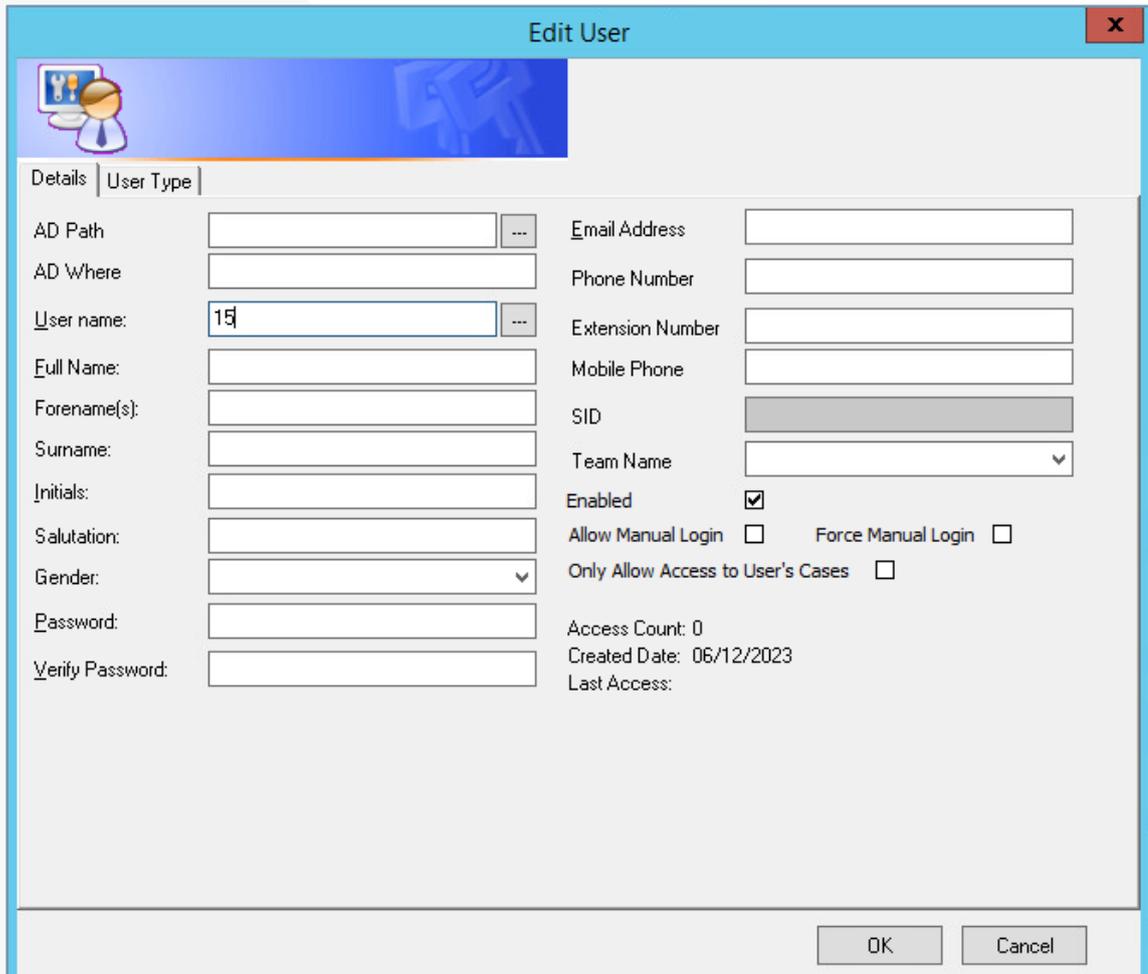
1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Distinct Missing Bank Account Names Used in Transactions (Open not blocked Cases)*, you can search using Ctrl+F to find this quickly

Time Entry with missing Users	
Staff Code (There must be a User with a matching Staff Code)	
15	
19	
2	
3	
57	
6	
60	
67	

3. On SQL Navigate to Administration > Security > Security Manager > Users
4. Select **Add User**



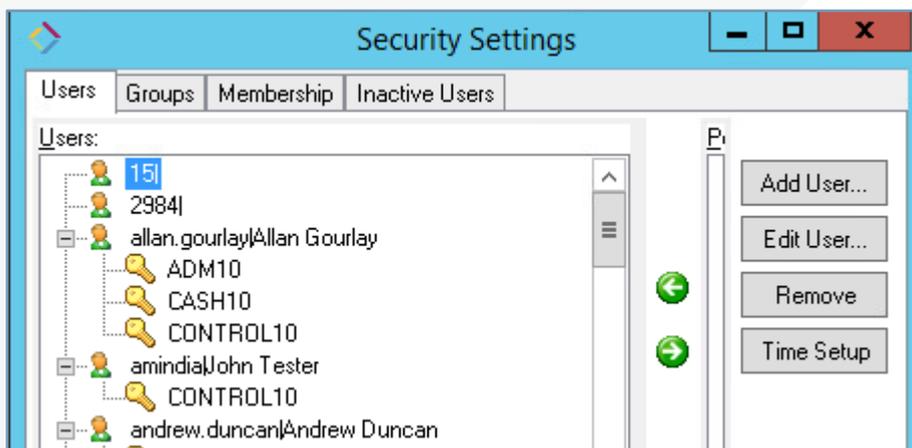
5. Enter a Username this can be the same as the Staff Code



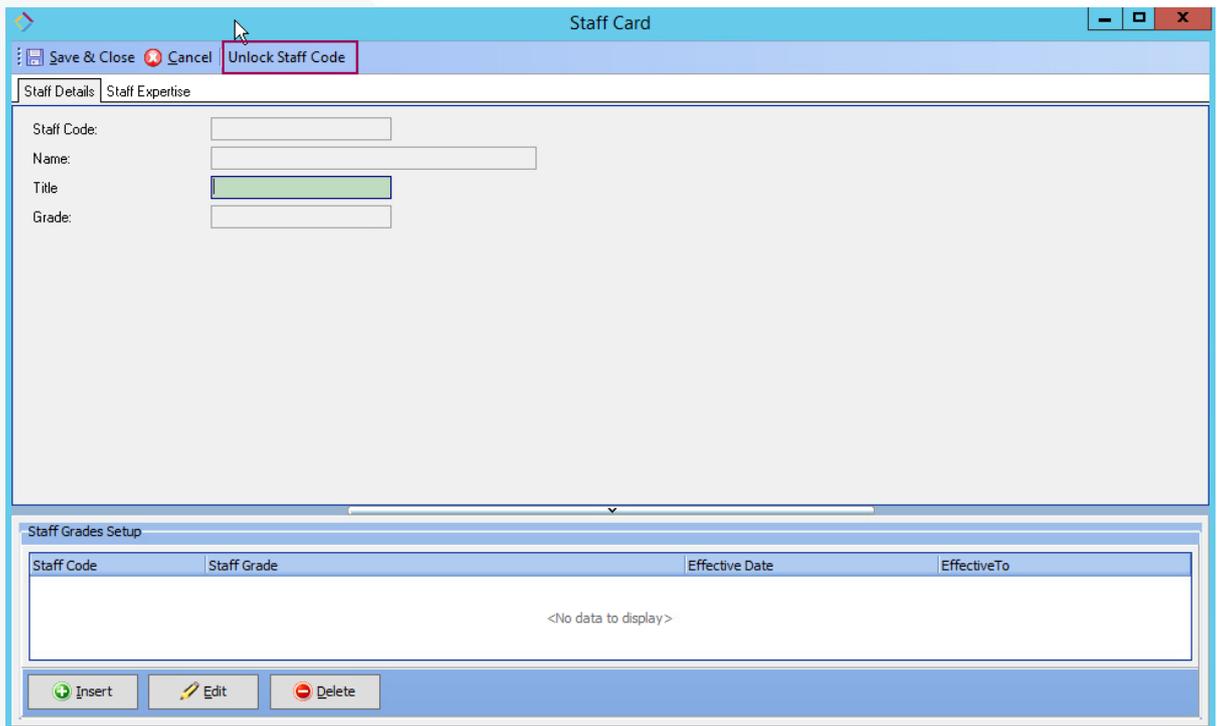
6. Enter the initials
7. Enter a unique email address

Note: The user must remain enabled to configure the Time Setup

8. Select **Ok**
9. Select the user



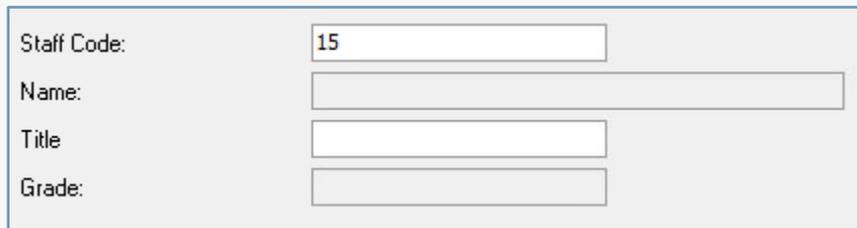
10. Select **Time Setup**



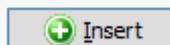
11. Select **Unlock Staf Code**

Note: You should now be able to edit the fields.

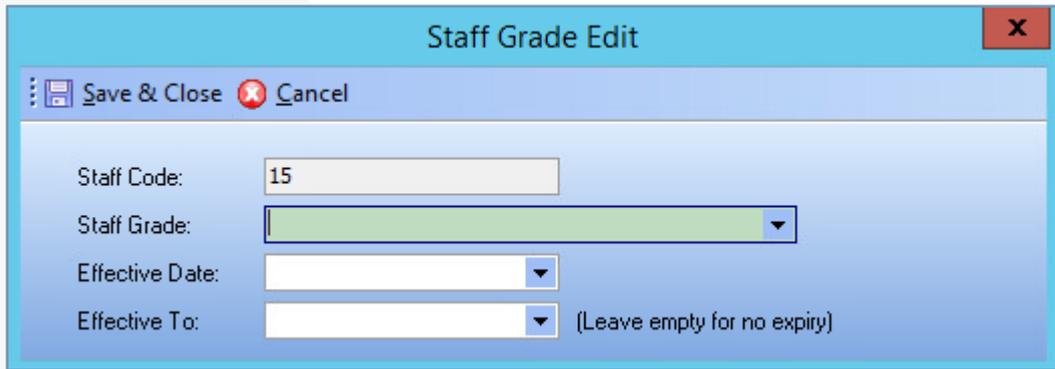
12. Enter the Staff Code exactly as it appeared on the report



13. Select **Insert**



14. Select a Staff Grade



Staff Grade Edit

Save & Close Cancel

Staff Code: 15

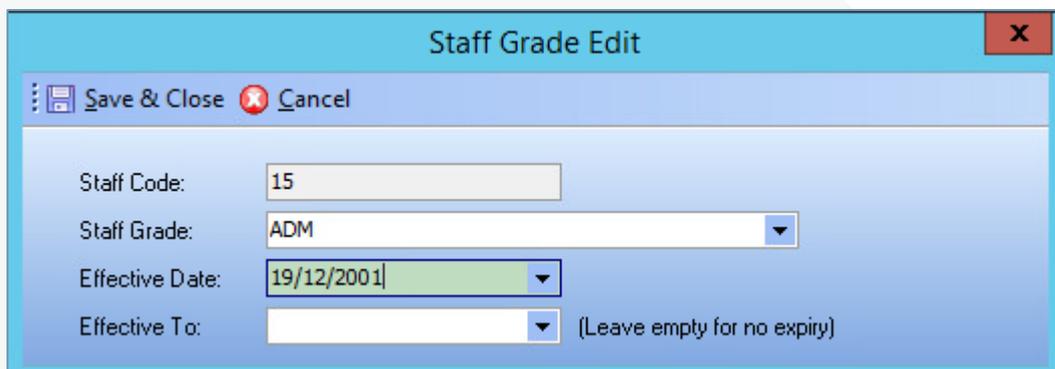
Staff Grade: (empty)

Effective Date: (empty)

Effective To: (empty) (Leave empty for no expiry)

15. Enter the effective Date

Note: Ensure this covers the period the time entry could have created.



Staff Grade Edit

Save & Close Cancel

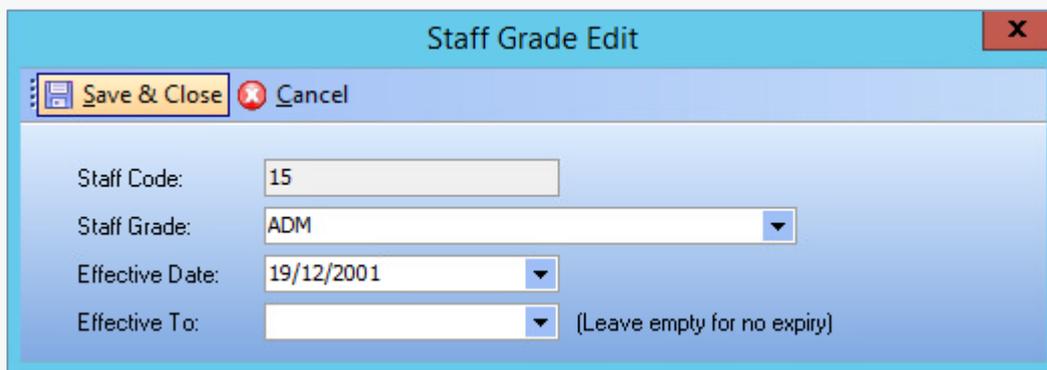
Staff Code: 15

Staff Grade: ADM

Effective Date: 19/12/2001

Effective To: (empty) (Leave empty for no expiry)

16. Select **Save and Close**



Staff Grade Edit

Save & Close Cancel

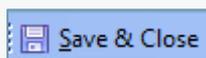
Staff Code: 15

Staff Grade: ADM

Effective Date: 19/12/2001

Effective To: (empty) (Leave empty for no expiry)

17. Select Save and Close



18. Repeat as required until all of the Missing Users have been addressed

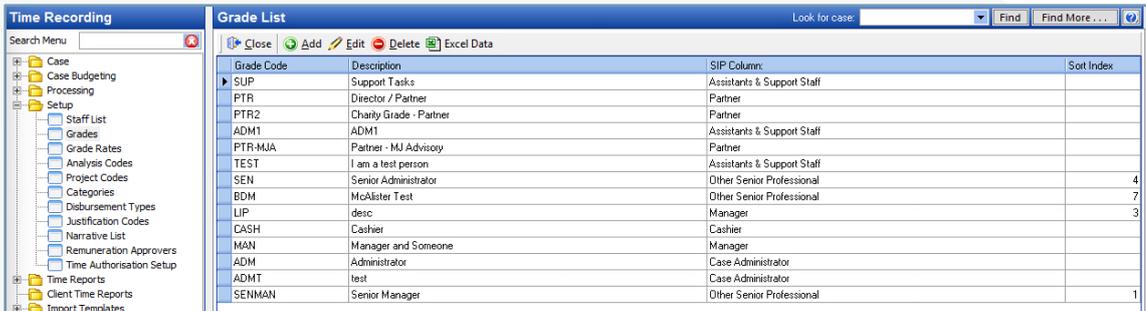
## Missing Staff Grades

Missing Grades occur when a grade which has been used on a time entry has been deleted. It will be necessary to recreate the Grade and the Grade Rate.

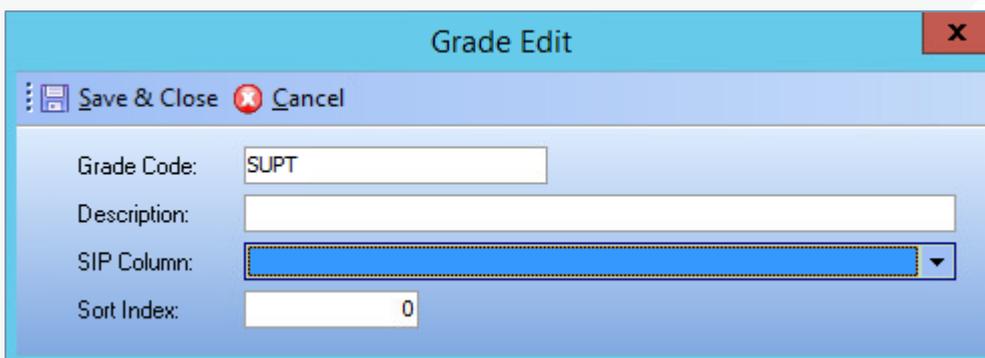
1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Missing Staff Grades*, you can search using Ctrl+F to find this quickly



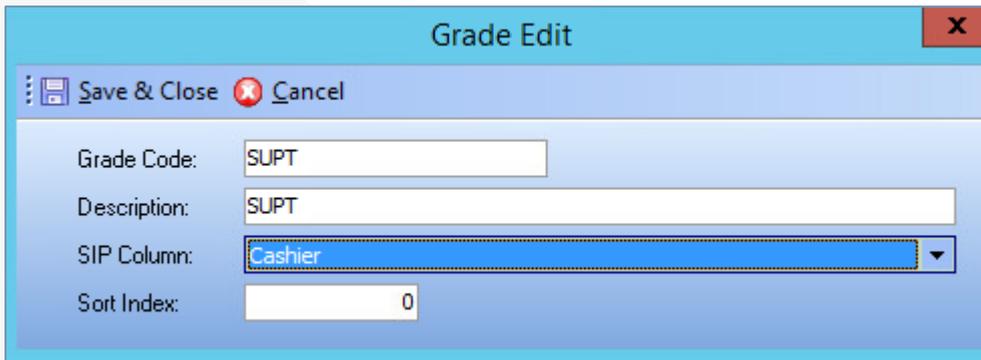
3. On SQL Navigate to Time Recording > Setup > Grades



4. Select **Add**
5. Enter the Grade Code exactly as it appears in the report



6. Enter the Description
7. Select the SIP Column



8. Select **Save and Close**

Note: These Grades will also be missing a Charge Out Rate, however the next section of the report will highlight what these rates should be in order to correct any time entries.

9. Repeat these steps as required until all the Staff Grades have been recreated

## Missing Charge Out Rates

Any missing Staff Grades will also need to have the appropriate Charge Out Rates added, there may be multiple charge out rates associated with each Grade.

1. Any missing Staff Grades will also need to have the appropriate Charge Out Rates added, there may be multiple charge out rates associated with each Grade.
- 2.
3. Navigate to *Missing Charge Out Rates*, you can search using Ctrl+F to find this quickly

Missing Charge Out Rates		
Staff Grade	Effective Date	Charge Out Rate
MGR	29/06/2022	325.00
SUPT	02/02/2018	95.00
SNR ADM	16/08/2019	185.00
M1	15/05/2023	660.00

4. Navigate to Time Recording > Setup > Grade Rates

Time Recording		Grade Rate List																																																																																																	
Search Menu <input type="text"/>		<input type="button" value="Close"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Excel Data"/> <input type="button" value="Update Rates"/>																																																																																																	
<ul style="list-style-type: none"> <li>Case</li> <li>Case Budgeting</li> <li>Processing</li> <li>Setup               <ul style="list-style-type: none"> <li>Staff List</li> <li>Grades</li> <li>Grade Rates</li> <li>Analysis Codes</li> <li>Project Codes</li> <li>Categories</li> <li>Disbursement Types</li> <li>Justification Codes</li> <li>Narrative List</li> <li>Remuneration Approvers</li> <li>Time Authorisation Setup</li> </ul> </li> <li>Time Reports</li> <li>Client Time Reports</li> <li>Import Templates</li> </ul>	<table border="1"> <thead> <tr> <th>Group Name</th> <th>Grade Code</th> <th>Effective Date</th> <th>Charge Out Rate</th> <th>BaseCost</th> </tr> </thead> <tbody> <tr><td></td><td>PTR</td><td>01/06/2022</td><td></td><td>500.00</td></tr> <tr><td></td><td>SEN</td><td>14/06/2022</td><td></td><td>50.00</td></tr> <tr><td></td><td>PTR-MJA</td><td>01/06/2022</td><td></td><td>500.00</td></tr> <tr><td></td><td>MAN</td><td>01/01/2022</td><td></td><td>450.00</td></tr> <tr><td></td><td>SUP</td><td>16/10/2023</td><td></td><td>150.00</td></tr> <tr><td></td><td>TEST</td><td>19/05/2023</td><td></td><td>250.00</td></tr> <tr><td></td><td>ADM1</td><td>14/02/2023</td><td></td><td>200.00</td></tr> <tr><td></td><td>PTR</td><td>01/01/2022</td><td></td><td>500.00</td></tr> <tr><td></td><td>ADM</td><td>06/03/2019</td><td></td><td>300.00</td></tr> <tr><td></td><td>SENMAN</td><td>01/01/2022</td><td></td><td>400.00</td></tr> <tr><td></td><td>PTR</td><td>01/01/1901</td><td></td><td>100.00</td></tr> <tr><td></td><td>BDM</td><td>01/01/1901</td><td></td><td>50.00</td></tr> <tr><td></td><td>PTR</td><td>14/11/2023</td><td></td><td>550.00</td></tr> <tr><td></td><td>PTR2</td><td>31/05/2023</td><td></td><td>250.00</td></tr> <tr><td></td><td>ADMT</td><td>29/11/2023</td><td></td><td>25.00</td></tr> <tr><td></td><td>CASH</td><td>06/06/2023</td><td></td><td>350.00</td></tr> <tr><td>TEST</td><td>ADM</td><td>29/11/2023</td><td></td><td>56.00</td></tr> <tr><td></td><td>LIP</td><td>01/01/1900</td><td></td><td>150.00</td></tr> </tbody> </table>	Group Name	Grade Code	Effective Date	Charge Out Rate	BaseCost		PTR	01/06/2022		500.00		SEN	14/06/2022		50.00		PTR-MJA	01/06/2022		500.00		MAN	01/01/2022		450.00		SUP	16/10/2023		150.00		TEST	19/05/2023		250.00		ADM1	14/02/2023		200.00		PTR	01/01/2022		500.00		ADM	06/03/2019		300.00		SENMAN	01/01/2022		400.00		PTR	01/01/1901		100.00		BDM	01/01/1901		50.00		PTR	14/11/2023		550.00		PTR2	31/05/2023		250.00		ADMT	29/11/2023		25.00		CASH	06/06/2023		350.00	TEST	ADM	29/11/2023		56.00		LIP	01/01/1900		150.00			
Group Name	Grade Code	Effective Date	Charge Out Rate	BaseCost																																																																																															
	PTR	01/06/2022		500.00																																																																																															
	SEN	14/06/2022		50.00																																																																																															
	PTR-MJA	01/06/2022		500.00																																																																																															
	MAN	01/01/2022		450.00																																																																																															
	SUP	16/10/2023		150.00																																																																																															
	TEST	19/05/2023		250.00																																																																																															
	ADM1	14/02/2023		200.00																																																																																															
	PTR	01/01/2022		500.00																																																																																															
	ADM	06/03/2019		300.00																																																																																															
	SENMAN	01/01/2022		400.00																																																																																															
	PTR	01/01/1901		100.00																																																																																															
	BDM	01/01/1901		50.00																																																																																															
	PTR	14/11/2023		550.00																																																																																															
	PTR2	31/05/2023		250.00																																																																																															
	ADMT	29/11/2023		25.00																																																																																															
	CASH	06/06/2023		350.00																																																																																															
TEST	ADM	29/11/2023		56.00																																																																																															
	LIP	01/01/1900		150.00																																																																																															

5. Select **Add**

### Grade Rate Edit

Grouping: ( optional )

Job Type: ( optional )

Grade Code: SUPT

Grade Description:

Effective Date:

Charge Out Rate (Per Hour of Time):

Base Cost (Per Hour of Time):

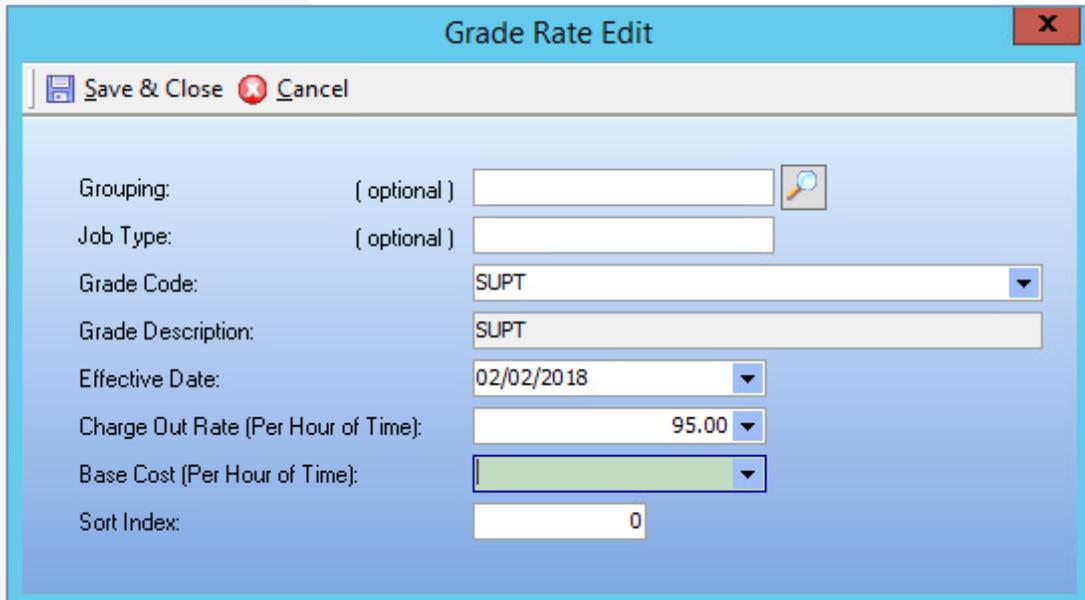
Sort Index:

6. Select the Grade Code without a Charge Out Rate

7. Enter the Effective Date

*Note:* This should be on or before the date listed in the report in order to cover the historic use period of the rate.

8. Enter the Charge Out Rate (Per Hour of Time) this must match the value in the report



9. Select Save and Close
10. Repeat these steps as required until all the Charge Out Rates have been recreated

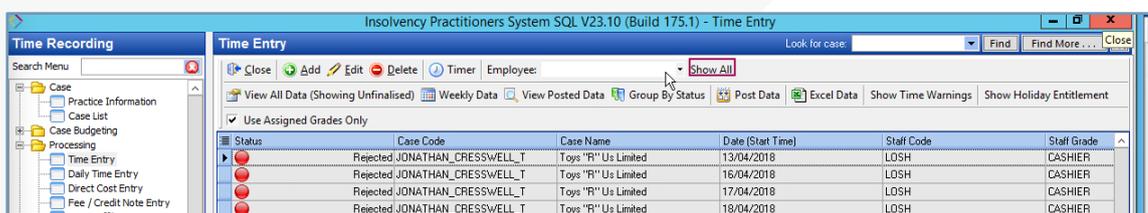
## Time with no Units

These are time entries which did not have a value set in units or hours, the minimum value a time entry can be set at is 0.1 unit.

1. Open the Pre-Merge report using a pdf reader
2. Navigate to *Time with no Units*, you can search using Ctrl+F to find this quickly

Case Code	Name	Date	Staff Code	Staff Grade
OK - No Action Required				

3. On SQL Navigate to Time Recording > Processing > Time Entry
4. Select **Show All**

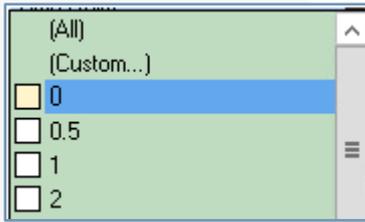


Status	Case Code	Case Name	Date (Start Time)	Staff Code	Staff Grade
Rejected	JONATHAN_CRESSWELL_T	Toys "R" Us Limited	13/04/2018	LOSH	CASHIER
Rejected	JONATHAN_CRESSWELL_T	Toys "R" Us Limited	16/04/2018	LOSH	CASHIER
Rejected	JONATHAN_CRESSWELL_T	Toys "R" Us Limited	17/04/2018	LOSH	CASHIER
Rejected	JONATHAN_CRESSWELL_T	Toys "R" Us Limited	18/04/2018	LOSH	CASHIER

5. Select the filter icon on **Time Units**

Staff Code	Staff Grade	Time Units

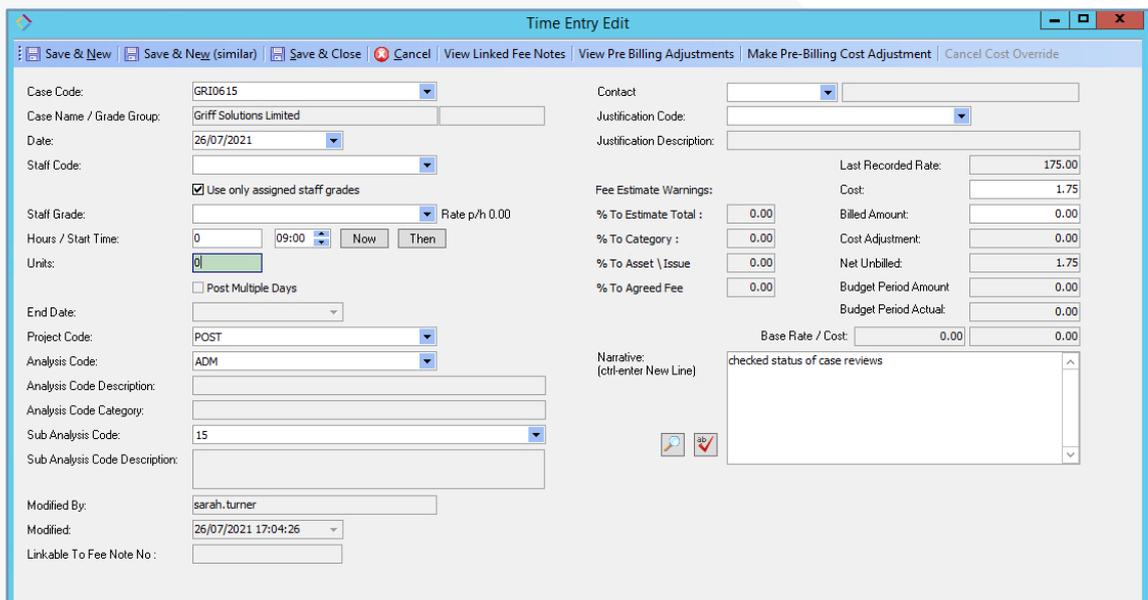
6. Select **0**



7. Double-click the time entry

Staff Code	Staff Grade	Time Units	Time Hours
STURNER	ADM		0

8. Change the units to a value equal to or greater than 0.1



**Time Entry Edit**

Save & New | Save & New (similar) | Save & Close | Cancel | View Linked Fee Notes | View Pre Billing Adjustments | Make Pre-Billing Cost Adjustment | Cancel Cost Override

Case Code: GRI0615  
 Case Name / Grade Group: Griff Solutions Limited  
 Date: 26/07/2021  
 Staff Code: [dropdown]  
 Staff Grade: [dropdown] Rate p/h 0.00  
 Hours / Start Time: 0 09:00 [dropdown] Now Then  
 Units: 0  
 Post Multiple Days  
 End Date: [dropdown]  
 Project Code: POST  
 Analysis Code: ADM  
 Analysis Code Description:  
 Analysis Code Category:  
 Sub Analysis Code: 15  
 Sub Analysis Code Description:  
 Modified By: sarah.turner  
 Modified: 26/07/2021 17:04:26  
 Linkable To Fee Note No: [text box]

Contact: [dropdown]  
 Justification Code: [dropdown]  
 Justification Description: [text box]

Fee Estimate Warnings:  
 % To Estimate Total : 0.00  
 % To Category : 0.00  
 % To Asset \ Issue 0.00  
 % To Agreed Fee 0.00

Last Recorded Rate: 175.00  
 Cost: 1.75  
 Billed Amount: 0.00  
 Cost Adjustment: 0.00  
 Net Unbilled: 1.75  
 Budget Period Amount 0.00  
 Budget Period Actual 0.00  
 Base Rate / Cost: 0.00 0.00

Narrative: (ctrl-enter New Line)  
 checked status of case reviews

9. Select Save and Close

10. Repeat as necessary for the remaining time records without a unit value

# Final Actions

You have now cleansed your data in preparation for migrating to IPS Cloud, now rerun the report and confirm that the sections covered in the report all read 'Ok – No Action Required'

1. In SQL Navigate to Practice > Reports > Global or Practice > Reports > Onboarding IPS Cloud depending on the installation location
2. Select  **IPS Cloud Pre-Migration Report**
3. In the Default Floating Charge Creditor Account enter **Account Code from Chart of Accounts**
4. In the Default unsecured Creditor Account enter **Account Code from Chart of Accounts**
5. Confirm the following areas are completed:

Users with no Email Address on Case Staff	
Duplicate Emails	
Case Staff with no User Record	
Missing Bond Providers	
Meetings with no Meeting Type	
Case Staff with no Nominee Type	
Missing LQCASESIGN	
Inactive Case Staff On Open Cases	
Case with Incomplete Meetings	
Cases with Incomplete Decisions	
Closed Cases with Open Diary Lines	
Distinct Missing Bank Account Names Used in Transactions (Open not blocked Cases)	
<b>Time Entry Specific Test:</b>	
Time Entry with missing Users	
Missing Staff Grades	
Missing Charge Out Rates	
Time with no Units	