## An attorney needs to take a blank check to court, is there a way I can document this in Orion?

Sometimes an attorney or paralegal may need to take a blank check with them to court in order to pay a court related expense, such as a deed. Most of the time this is an undocumented process, which can lead to problems for you later. There is a way to make sure that the check number, matter information and any other information necessary to that check is entered into Orion at the time the check is given to the attorney. This makes it easier for you to remember to follow-up with them on the check amount, as the check can be held as incomplete (or not posted).

To do this, in AP Manager, click on New. Fill in the Voucher Information. For this example, we used "Clerk of Court" as the Vendor, "Fidelity Operating Account" as the Bank Code. For the Amount, since you don't know this yet, just enter any dollar amount you would like. For this example, we used "$1.00".

Select Add Distribution and fill in the appropriate fields.
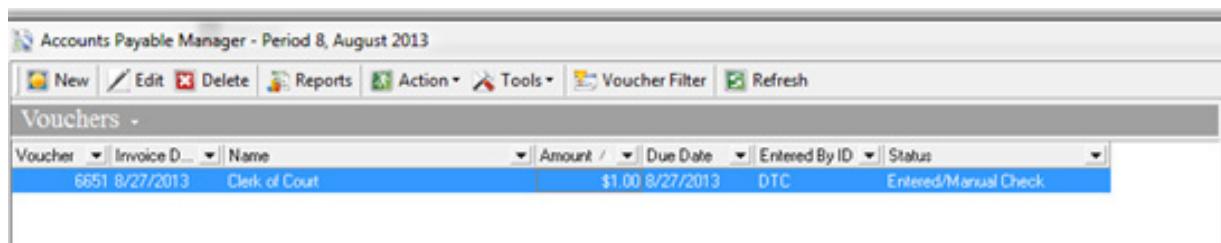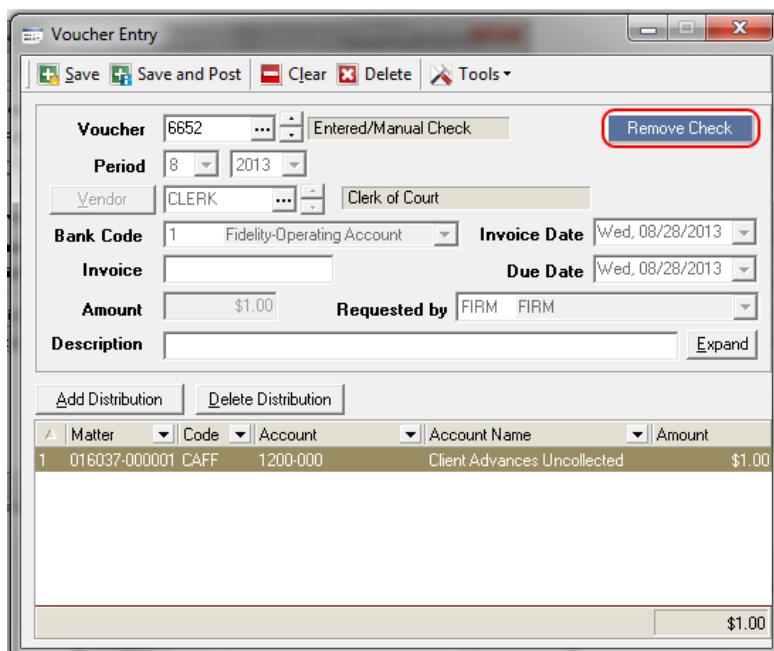
Select Manual Check, click OK and Save.



Voucher will appear as shown below.



Once you receive the necessary information from the Attorney/Paralegal who used the blank check, you can fill in and correct what is missing. Open the Voucher and select Remove Check.
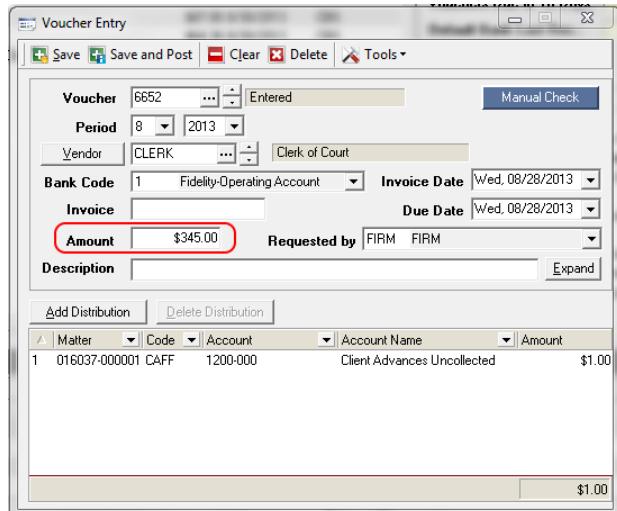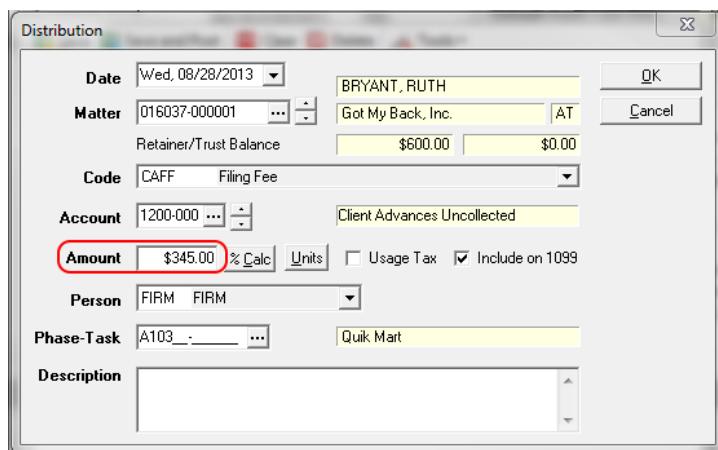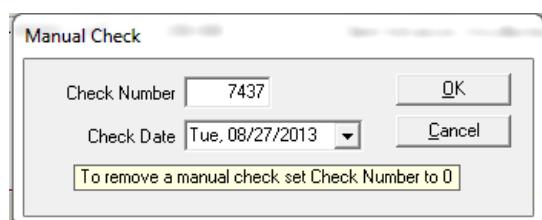
Enter the corrected dollar amount.



Double click on the Distribution line and enter the corrected amount there.



Select Manual Check, click OK and Save.



Further Questions?  Have a Support Tip idea?  Let us know, at support@orionlaw.com