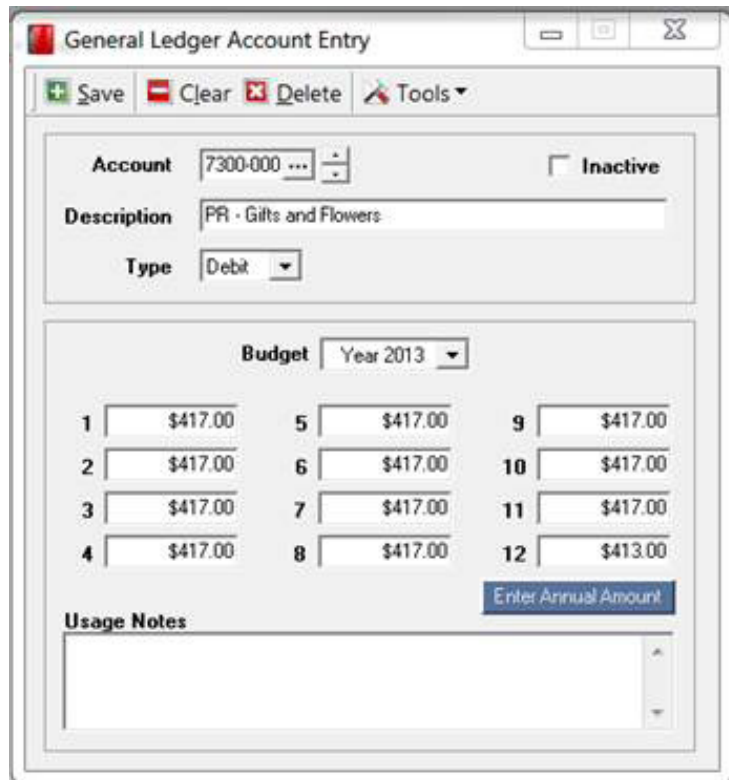




How do I keep track of what my firm spends on mailings for holiday cards and gifts?

Chances are your firm will be sending out some sort of mailing, either Christmas cards or other holiday gifts. Have you thought about tracking your expenses and keeping record of how much you spend on these activities? This short tutorial will show you the easiest way to manage what is spent on your holiday mailings.

The first step is to create a General Ledger Expense Account for your gifts or mailing expenses. You could name this "Client Gifts" or "PR - Gifts", whatever works best for your situation.



General Ledger Account Entry

Save Clear Delete Tools

Account: 7300-000 Inactive

Description: PR - Gifts and Flowers

Type: Debit

Budget: Year 2013

1	\$417.00	5	\$417.00	9	\$417.00
2	\$417.00	6	\$417.00	10	\$417.00
3	\$417.00	7	\$417.00	11	\$417.00
4	\$417.00	8	\$417.00	12	\$413.00

Enter Annual Amount

Usage Notes

When gifts/mailings are sent out (or purchased), the distribution line for the Voucher will be the GL Expense Account created for these activities. When entering the Voucher, you can enter as much or as little detail in regards to the purchase in the Description field. You can also run an Account History just for that GL Expense Account at any time to see what purchases have been recorded. This report can be found under General Ledger Reports. (See next page)



Support Corner

October, 2014

A screenshot of the "Account History" window in a software application. The window has a title bar with a close button. Below the title bar is a toolbar with icons for Print, Screen, Email, Data Output, Export, and Chart. Below the toolbar are four tabs: Selection, Filter, Data Output, and Charting. The Selection tab is active. Inside the Selection tab, there are two dropdown menus: "Sort Order" set to "Source Code, Reference Number" and "Account" set to "7300 PR - Gifts and Flowers". To the right of the Sort Order dropdown is the text "No Filters Set". Below these is an "Options" section. It contains a "Year" dropdown set to "2013", "Periods" dropdown set to "10" followed by the word "through" and another "Periods" dropdown set to "10". Below these is a "Report Subtitle" text box. There are three checkboxes: "Include Inactive Accounts", "Show Accounts with no activity", and "Subtotal by Period", all of which are unchecked. At the bottom, there is a "Status" section with four checkboxes: "Incomplete", "Unposted", "Unapproved", and "Posted", all of which are checked.

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