



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.

The screenshot shows the 'General Ledger Account Entry' window. At the top, there are buttons for Save, Clear, Delete, and Tools. The 'Account' field is set to 7300-000. The 'Description' field contains 'PR - Gifts and Flowers'. The 'Type' field is set to 'Debt'. Below this, the 'Budget' section shows 'Year 2013' with a grid of 12 columns representing monthly amounts: 1, 5, 9, 417.00; 2, 6, 10, 417.00; 3, 7, 11, 417.00; 4, 8, 12, 413.00. At the bottom, there is a 'Usage Notes' text area and a 'Enter Annual Amount' button.

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

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Account History

Print Screen Email Data Output Export Chart

Selection Filter Data Output Charting

Sort Order Source Code, Reference Number No Filters Set

Account 7300 PR - Gifts and Flowers

Options

Year 2013

Periods 10 through 10

Report Subtitle

Include Inactive Accounts

Show Accounts with no activity

Subtotal by Period

Status Incomplete Unapproved

Unposted Posted

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