How do I see how much of a payment will be applied to Costs and Expenses, and how much will be applied to Fees?

When you are applying a payment, sometimes you need to be able to see how much will be applied to costs and expenses and how much fees. Orion gives you the ability to fully control the application of accounting transactions by using the Detail Apply function (this can also be used to view and edit how an automatic allocation was applied). To fully control the application of a transaction, highlight the invoice you want to pay, right click and choose the Detail Apply Option. The following screen will appear:

he Detail Apply Window lists each AR record that was created by the posting of the invoice. To apply an amount on an individual record, access the **Apply** field and enter the amount you want to apply. You cannot apply an amount greater than the amount shown in the **Balance** field. Once you have finished entering the amounts for the displayed invoice, click the **OK** Button. If there are any other invoices you need to pay, follow the same procedures as above.

The Detail Apply program can also be used to view how a payment was applied if you right clicked and chose the **Apply** option. Once you have applied the amount, right click on an invoice record, choose **Detail Apply** and review the amounts in the **Apply** field.

You may also view the way a payment was applied before posting the transaction by running the Daily Deposit Report (A/R Transaction Listings).

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