

Accounts Receivable

Back Office Reference Guide

Version 4



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This guide is, however, tutorial in nature. Thus, permission is granted to the reader to include the example programs, either in whole or in part, in his or her own program.

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About This Guide

This guide provides detailed instructions for using the Accounts Receivable (AR) functions of the back office application developed by Orion Law Management Systems, Inc.

Audience

This guide is intended for use by back office personnel who perform AR functions.

Version

This guide corresponds to Version 4 of the Orion application.

Organization

This document includes the following chapters.

Chapter Title	Contents
1 Accounts Receivable System Overview	Introduction to fundamental concepts for using the Orion Accounts Receivable module
2 Accounting Transaction Input	Instructions for entering, editing and deleting accounting transactions and entering or editing retainer/trust transfers
3 Accounting Transaction Application	Instructions for automatically applying transactions as well as other functions such as applying detail, removing applications, removing tagged applications and tagging by invoice number
4 Accounting Transaction Posting	Instructions for posting accounting transactions and details about how Orion handles partially applied transactions
5 Accounting Transaction Reversals	Instructions for reversing posted accounting transactions
6 Deposit Processing	Instructions for processing deposits
7 Accounts Receivable Reports	Instructions for printing Accounts Receivable reports

About This Guide

Conventions Used in This Guide

With the exception of Chapter 1, all chapters in this guide contain step-by-step instructions for performing specific system tasks. Each task in the chapter includes the following components:

- Introduction
- Prerequisites, if applicable
- Steps (detailed instructions, including screen illustrations)
- Field Descriptions

Related Documentation

For more information, see the following Orion guides:

- *Accounts Payable Back Office Reference Guide*
- *Administration Back Office Reference Guide*
- *Billing Back Office Reference Guide*
- *Desktop Back Office Reference Guide*
- *File Management Back Office Reference Guide*
- *General Ledger Back Office Reference Guide*

Support Services

Orion Law Management Systems, Inc. offers several support options.

If you have a question about your software, first look in the printed documentation. If you cannot find the answer, use the following link to contact our support staff:

<http://www.orionlaw.com/support.htm>

Chapter 1

Accounts Receivable System Overview

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Chapter Overview

This chapter provides an overview of the Accounts Receivable system, including daily and monthly processing. It also includes an introduction to the Accounts Receivable Manager View.

Introduction to Accounts Receivable

There are three steps involved with entering accounting transactions.

Stage	Description
1	Enter the transaction.
2	Apply the transaction against an open invoice.
3	Post the transaction.

When a client sends a check, whether it is for the payment of an outstanding invoice or for a retainer or trust deposit, you use the Accounts Receivable Entry program to enter the transaction. The Accounts Receivable programs only affect balances in accounts receivable: invoiced and posted transactions.

To make adjustments to transactions that have not yet been invoiced, you use the following programs:

- Bill Preparation - Fees
- Bill Preparation - Cost/Expenses

Typical Process

Typically, law firms enter payments on a daily basis. However, if you do not enter payments on a daily basis, make sure they are entered prior to printing invoices since payments entered with dates on or prior to the invoice date are generally reflected on the invoice.

When a payment is entered, it is reflected as a payment on the initial Matter Status screen. It does not, however, affect accounts receivable until it has been applied.

Transaction Types

There are nine types of transactions that can be entered through the Accounts Receivable Entry program:

- Payments
- Credits
- Write Offs
- Retainer Deposits
- Retainer Disbursements
- Retainers Applied as Payments
- Trust Deposits
- Trust Disbursements
- Trusts Applied as Payments

Transactions must be entered against an existing client-matter and all are assigned a default timekeeper ID of FIRM when saved.

Daily Processing

Daily Processing

These tasks can be accomplished by one person or by several people. In addition to these transactions, you should also enter payments throughout the month.

As with other Orion programs, this task is not limited to one person. However, as a rule of good bookkeeping practice, it is a good idea to have one person in charge of receivables to ensure accurate application and credit, as well as guard against double entry.

Process

Following are the steps you perform every day:

Stage	Description
1	Enter transactions into the system.
2	Apply transactions to invoices.
3	Post transactions.
4	Reverse transactions, if necessary.

Monthly Processing

Once the invoices are posted, you will need to go back and apply and post the RAP, TAP, and CR (credit) transactions that appeared on the invoices. Once all RAP, TAP, CR, PMT, and WO transactions have been posted, you are ready to print your month-end reports.

Process

Following are the steps you perform at the end of every month:

Stage	Description
1	Apply RAP, TAP, and CR (credit) transactions.
2	Post the RAP, TAP, and CR (credit) transactions.
3	Print month-end reports.

Accounts Receivable Manager View

This topic describes the functionality of the Accounts Receivable (AR) Manager View.

The Accounts Receivable Manager is your access point to saving, applying, posting, and reversing AR entries. From the AR Manager screen you will see a list of transactions and your banks. You will also see the following in the AR Monitor displayed in the right pane of the Manager:

- date of last deposit
- amount of last deposit
- total deposits for the month

Customizing the Display

The Accounts Receivable Manager View allows you to customize the way records display in the grid.

If you want to...	Do this...
arrange columns	drag the headings in whatever order you want.
sort on columns	click their headings.
display a particular record	type information in a field on a selected row. The selection highlighting “jumps” to the first row containing what you typed. For example, if you selected transaction number 1234 and typed 6789 in the Transaction Number field, the system would highlight the first row containing transaction number 6789.
find options in addition to the ones in the button bar	right-click in the Transactions or Banks section of the grid.
filter the displayed records	click the arrow beside the desired column heading and select a filter.
add a new transaction	click the New button in the Transactions section of the grid.

Accounts Receivable Manager View

Record	Date	Client	Matter	Bank Code	Code	Description	Amount	Received From	Posted
47689	08/12/2009	002063	000005	1	PMT	Payment - Remaining Balance Due on 98080109	\$114.50	Annette Kemper	<input type="checkbox"/>
47690	08/12/2009	002407	000001	1	PMT	Payment - Remaining Balance Due on 98070298	\$410.50	Geral O'Brien	<input type="checkbox"/>
47691	08/12/2009	005153	000002	1	PMT	Payment - Remaining Balance Due on 98100263	\$635.60	Jim Culletton	<input type="checkbox"/>
47692	08/12/2009	005232	000001	1	PMT	Payment - Remaining Balance Due on 98100243	\$285.56	Wille Delaney	<input type="checkbox"/>
47693	08/12/2009	005549	000001	1	PMT	Payment - Remaining Balance Due on 98100212	\$240.00	Linda Galindo	<input type="checkbox"/>
47694	08/12/2009	005669	000001	1	PMT	Payment - Remaining Balance Due on 98100089	\$160.00	Glynn Gisham	<input type="checkbox"/>
47695	08/12/2009	005877	000003	1	PMT	Payment - Remaining Balance Due on 98070369	\$2,238.97	Cheris Hughes	<input type="checkbox"/>
47696	08/12/2009	006004	000001	1	PMT	Payment - Remaining Balance Due on 981070177, 980800...	\$420.43	Don King	<input type="checkbox"/>
47697	08/12/2009	001546	000001		RTD	Retainer Transfer Out: 001546-000002	\$2,100.00		<input checked="" type="checkbox"/>
47698	08/12/2009	001546	000002		RTI	Retainer Transfer In: 001546-000001	\$2,100.00		<input checked="" type="checkbox"/>
47699	08/12/2009	000001	000028	1	MC	Reimbursement of UPS Overnight Charges from Employees	\$27.50		<input checked="" type="checkbox"/>

Code	Name	Balance	Phone Number
1	Fidelity - Operating Account	\$76,616.36	
2	Fidelity-Cash Investment Acct	\$0.00	
3	Fidelity-Escrow Account	\$562,995.10	
4	Fidelity- Cafeteria Plan Acct	\$50,123.15	
5	SunTrust Real Estate Account	\$0.00	

Button Bar

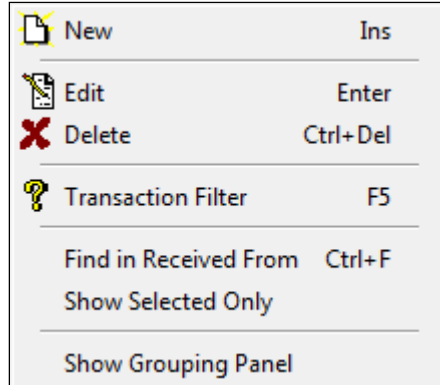
If you have completely unrestricted rights to all functions within Orion Accounts Receivable, you see the following options on the button bar.

Button	Purpose
New	Enter information for a new transaction.
Edit	Edit information for an existing transaction.
Delete	Delete an existing transaction.
Reports	Run reports.
Action	Post payments, process deposits, manage retainer/trust transfer, and handle miscellaneous cash.
Tools	Manage system settings.
Transaction Filter	Select criteria to narrow down transactions that are displayed.
Refresh	Redisplay the active screen after making changes to it.

Accounts Receivable Manager View

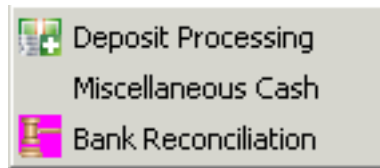
Transaction Selection Menu

Following is an illustration of the selection menu that is displayed when you right-click in the Transactions section or the AR Monitor section of the AR Manager.



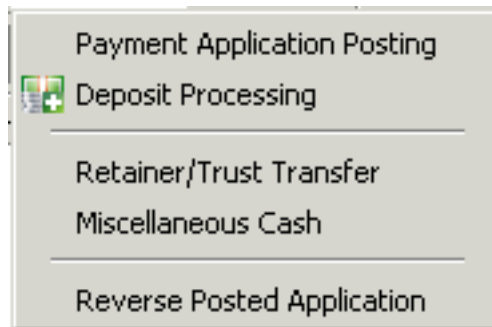
Bank Selection Menu

Following is an illustration of the selection menu that is displayed when you right-click in the Banks section of the AR Manager.



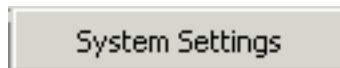
Action Menu

Following is an illustration of the selection menu that is displayed when you click the **Action** button. <<crop left edge of screen?>>



Tools Menu

Following is an illustration of the selection menu that is displayed when you click the **Tools** button.



Chapter 2

Accounting Transaction Input

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Accounting Transaction Overview

This section provides instructions for entering accounting transactions. You can perform the following tasks:

- Edit a saved transaction
- Delete a transaction
- Apply payments received to invoices
- Write off a portion of a bill
- Transfer money in and out of retainers and trusts

Note: Before entering transactions, read the Accounts Receivable Manager View topic in Chapter 1 for information on how to display transaction records.

Entering Accounting Transactions

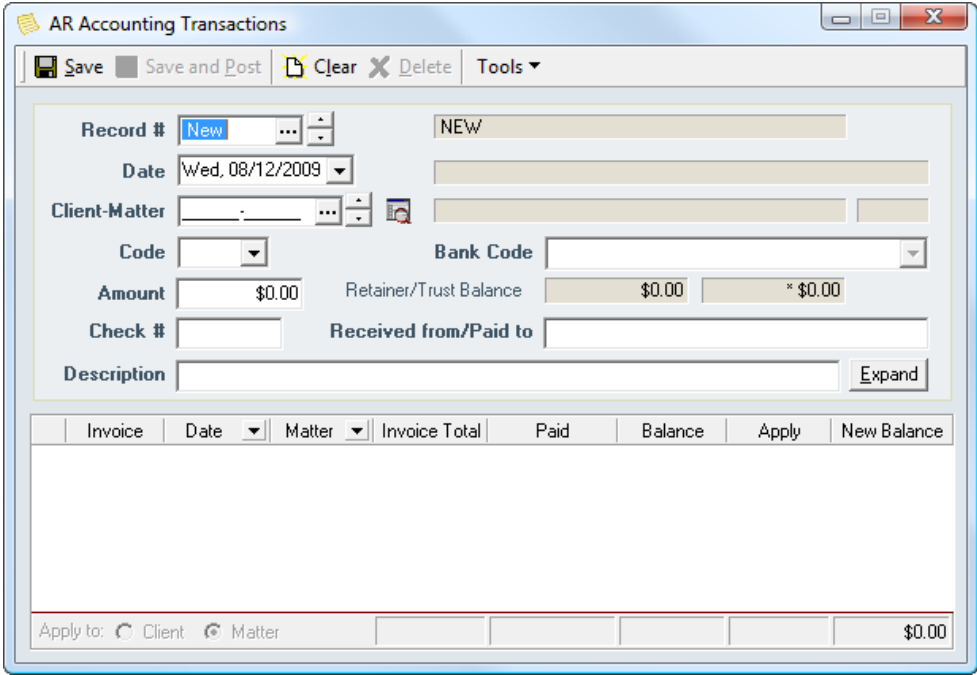
Use this procedure to enter accounting transactions.

If at any time you would like to clear the screen without saving your entry, click the **Clear** button or simply close the window and click **No** when asked if you wish to save.

Steps

To enter an accounting transaction:

1. From the button bar, click **New**. The following screen appears.



2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. To save your changes, click **Save** or press the F10 key.

Field Descriptions – AR Accounting Transactions Screen

The following table describes the fields.

Field	Description
Record #	The number of the transaction.
Date	The date of the accounting transaction. To look up a date, click the drop-down to display a calendar. Note: For reconciliation purposes, it is recommended that you use the date the payment was received/deposited so you can use your Daily Deposit report to balance to the bank. The date you enter is also used to update the Last Payment Date field in Matter Status.

Entering Accounting Transactions

Field	Description
Client-Matter	<p>Identifies the transaction for a client-matter and is a required field. If you do not know the correct number, you can press the F8 key or click the Look-up button.</p> <p>If you have received a check that has no identifying client-matter name or number but does have an invoice number on it, you can locate the client-matter number by the invoice number. To do this, click the button to the right of the field. Enter the invoice number as it appears on the check and if such an invoice number exists in your system, Orion populates the Client-Matter field with the client-matter number owning that invoice number.</p> <p>Note: Even if you are entering a payment, credit, or write-off to be applied across several matters, you must enter a matter code. The Apply and Posting programs automatically create the proper transaction for each matter receiving credit.</p>
Code	<p>The accounting code for the transaction. To view a list of available codes, click the down arrow. Valid accounting codes are as follows:</p> <ul style="list-style-type: none"> • CR - Credit Adjustment • PMT - Payment • WO - Write-Off • RDP - Retainer Deposit • RDS - Retainer Disbursement • RAP - Retainer Applied as Payment • TDP - Trust Deposit • TDS - Trust Disbursement • TAP - Trust Applied as Payment <p>Note: If you are entering a RAP or TAP transaction, it must be entered with the client-matter number to which it will be applied. You cannot apply RAP or TAP transactions across multiple matters.</p>
Bank Code	The code for the bank in this transaction.
Amount	The amount of the transaction. If you are entering a RDS, RAP, TDS, or TAP, Orion will not allow you to enter an amount greater than the amount shown as the current retainer or trust balance.
Retainer/Trust Balance	The balance in the Retainer/Trust account.
Check #	The check number. This information is saved with the transaction, but is not displayed on any Orion reports.
Received from/ Paid to	Who the check was received from or paid to. This information is saved with the transaction, but is not displayed on any Orion reports.

Entering Accounting Transactions

Field	Description
Description	<p>Description of the transaction. You can enter or edit text within this field.</p> <p>If you require more space for entering a description, you can click Expand to open up a larger memo box. When you have finished typing in the memo box, click OK.</p>

Editing an Accounting Transaction

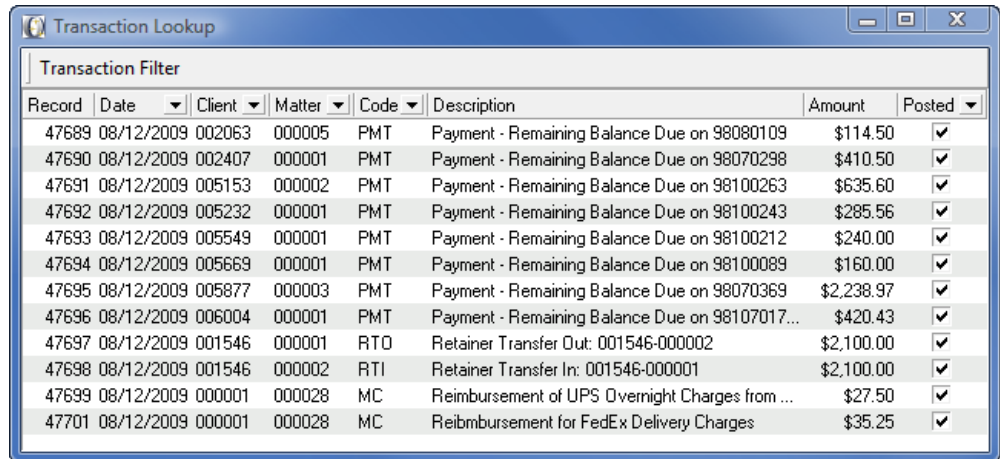
You can edit a saved accounting transaction as required.

Note: Only text changes are allowed on any accounting transaction that has appeared on an invoice or has been applied and posted, or any transaction created by the Accounts Payable module. On any transaction that can be edited, codes cannot be edited. For example, you cannot change a PMT code to a CR code. You will need to delete the transaction and re-enter it using the correct accounting code.

Steps

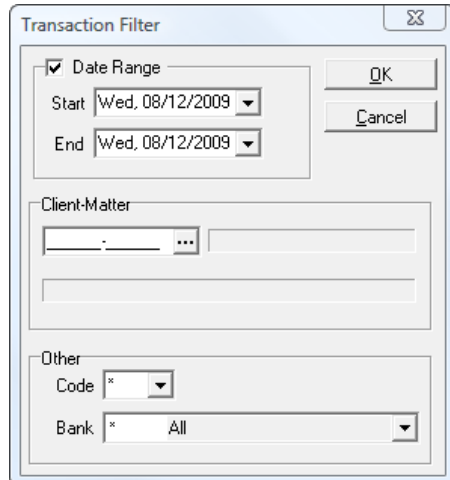
To edit a saved accounting transaction:

1. Access the AR Accounting Transactions screen for the desired transaction.
2. In the **Record #** field, enter the record number of the transaction you want to edit. If you do not know the record number, you can click the **Look-up** button to display the Transaction Lookup screen.



Record	Date	Client	Matter	Code	Description	Amount	Posted
47689	08/12/2009	002063	000005	PMT	Payment - Remaining Balance Due on 98080109	\$114.50	✓
47690	08/12/2009	002407	000001	PMT	Payment - Remaining Balance Due on 98070298	\$410.50	✓
47691	08/12/2009	005153	000002	PMT	Payment - Remaining Balance Due on 98100263	\$635.60	✓
47692	08/12/2009	005232	000001	PMT	Payment - Remaining Balance Due on 98100243	\$285.56	✓
47693	08/12/2009	005549	000001	PMT	Payment - Remaining Balance Due on 98100212	\$240.00	✓
47694	08/12/2009	005669	000001	PMT	Payment - Remaining Balance Due on 98100089	\$160.00	✓
47695	08/12/2009	005877	000003	PMT	Payment - Remaining Balance Due on 98070369	\$2,238.97	✓
47696	08/12/2009	006004	000001	PMT	Payment - Remaining Balance Due on 98107017...	\$420.43	✓
47697	08/12/2009	001546	000001	RTO	Retainer Transfer Out: 001546-000002	\$2,100.00	✓
47698	08/12/2009	001546	000002	RTI	Retainer Transfer In: 001546-000001	\$2,100.00	✓
47699	08/12/2009	000001	000028	MC	Reimbursement of UPS Overnight Charges from ...	\$27.50	✓
47701	08/12/2009	000001	000028	MC	Reimbursement for FedEx Delivery Charges	\$35.25	✓

If you do not see the transaction you are searching for, you can expand the criteria of items shown by clicking **Transaction Filter**. From here you can narrow (or expand) your search range by date, client-matter, code, or bank.



Transaction Filter

Date Range

Start: Wed, 08/12/2009

End: Wed, 08/12/2009

Client-Matter: []

Other

Code: *

Bank: * All

Buttons: OK, Cancel

Editing an Accounting Transaction

3. Make any necessary changes and click **OK**.
4. To save your changes, click **Save** or press the F10 key. To clear the screen without saving your changes, click **Clear**.

Deleting an Accounting Transaction

Use this procedure to delete a saved accounting transaction.

You cannot delete a transaction that has been invoiced or applied and posted nor can you delete a transaction created through the Accounts Payable module.

Steps

To delete a saved accounting transaction:

1. Access the AR Accounting Transactions screen for the desired transaction.
2. In the **Record #** field, enter the record number of the transaction you want to delete. If you do not know the record number, you can click the **Look-up** button to display the Transaction Lookup screen.
3. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion. All application records associated with the accounting transaction will be removed upon deletion. To clear the screen without deleting the transaction, click **Clear**.
4. Click **Yes** if you want to delete the record or **No** if you want to keep it.

Retainer and Trust Activity Overview

Most firms consider a retainer to be an advance payment for services rendered. In other words, the retainer is deposited directly into the operating account as income to the firm. Some firms consider this a non-refundable deposit while others agree to bill against it. Occasionally, a client will overpay an invoice or may pay the same invoice twice. If this relates to an on-going matter, the overpayment would be treated as a Retainer Deposit. When funds are received that are to be deposited into an escrow account, the transaction is entered as a Trust Deposit. Orion can handle overpayments automatically as explained in the Posting Accounting Transactions topic in Chapter 4.

Retainer/Trust Deposits (RDP/TDP)

To enter a Retainer Deposit (RDP), use the RDP accounting code. To enter a Trust Deposit (TDP), use the TDP accounting code. When you enter and save a Retainer/Trust Deposit, the Retainer/Trust account for the client-matter is automatically updated. The updated amount is reflected in all client-matter screens and reports. When you enter a Retainer/Trust Deposit, Orion does not allow you access to the Apply function since Retainer/Trust Deposits cannot be applied to an invoice. Furthermore, you are not allowed to post a Retainer/Trust Deposit.

Retainer/Trust Disbursements (RDS/TDS)

Retainer Disbursements (RDS) and Trust Disbursements (TDS) are used to move money out of a client-matter Retainer/Trust account where the payee is someone other than the firm. To enter a Retainer Disbursement, use the RDS accounting code. To enter a Trust Disbursement, use the TDS accounting code. When you enter and save a Retainer/Trust Disbursement, the Retainer/Trust account for the client-matter is automatically updated. The updated Retainer/Trust balance is immediately reflected in all client-matter screens and reports. You are not allowed to post a Retainer/Trust Disbursement.

Note: If you run into a situation where you have entered a Retainer/Trust Deposit under the wrong client-matter (Client A), you can move it to the correct client-matter (Client B) by entering a Retainer/Trust Disbursement for the client-matter the deposit was originally entered for (Client A) and a Retainer/Trust Deposit for the correct client-matter (Client B).

Retainer/Trust Applied as Payment (RAP/TAP)

The Retainer Applied as Payment (RAP) and Trust Applied as Payment (TAP) accounting functions are unique in that Retainer/Trust money is typically used to pay off an invoice that has not yet been generated. When you create the RAP/TAP transaction, there is no accounts receivable to apply it against. However, if you do not create the RAP/TAP transaction prior to generating the invoice, the invoice will print with a Total Amount Due that is greater than what the client actually owes.

Deleting an Accounting Transaction

To reflect a RAP or TAP as a payment on an invoice to be generated, simply enter a RAP/TAP transaction through the Accounts Receivable Entry program. When you enter and save a RAP/TAP transaction, the Retainer/Trust account for the client-matter is automatically updated. The updated Retainer/Trust balance is immediately reflected in all client-matter screens and reports.

Since the RAP/TAP cannot be applied at this time (no accounts receivable), exit the Accounts Receivable Manager and go into the Billing program to generate an invoice. Once you verify that the invoice is correct, post the invoice using the Post Invoices program. Once the invoice has been posted, go back into the Accounts Receivable Entry program, call up the RAP/TAP, and apply it against the invoice. Remember, you cannot apply a RAP or TAP transaction across multiple matters. It must be applied to the matter under which it was entered.

Process

To pay off an invoice that has yet to be generated with Retainer/Trust money, complete this process:

Stage	Description
1	Make the necessary changes to Work In Process using the Bill Preparation - Fees and Bill Preparation - Costs/Expenses programs.
2	Go into the Accounts Receivable Manager and enter and save the amount, but do not apply the amount of the RAP/TAP.
3	Print and post the invoice.
4	Apply and post the RAP/TAP transaction to the invoice.

Example

Here is an example of the above:

A divorce client pays the firm \$10,000 as an advance payment. The \$10,000 should be deposited in that client-matter's retainer account (RDP). Now it is time to send the client his first bill. The firm has \$1,000 in fees and \$500 in expenses to bill the client. The client, since he has already paid the firm in advance, would like to see an invoice that looks like this:

Prior Balance:	\$0.00
Current Charges:	\$1,500.00
Less Retainer Applied as Payment:	\$1,500.00
Total Due:	\$0.00
Retainer Balance:	\$8,500.00

To accomplish this, follow stages 1-4 above.

Entering a Retainer/Trust Transfer

Use this procedure to transfer money into and out of trust and retainer accounts. When performing a retainer or trust transfer, Orion creates two transactions. The first part is an RTO (Retainer Transfer Out) or TTO (Trust Transfer Out). The second part is an RTI (Retainer Transfer In) or a TTI (Trust Transfer In).

Steps

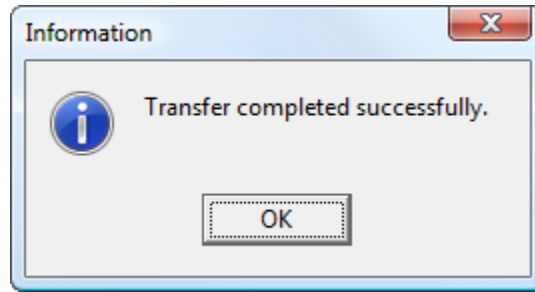
To perform a transfer:

1. From the button bar, click **Action** and select **Retainer/Trust Transfer**. The following screen appears.

The screenshot shows a software window titled "Retainer/Trust Transfer". At the top, there is a toolbar with "Perform Transfer" and "Clear" buttons, and a "Trust Bank Manager" label. Below the toolbar, there are radio buttons for "Type" with "Retainer" selected and "Trust" unselected. A "Date" dropdown menu is set to "Wed, 08/12/2009". There is a "Client-Matter" field with a search icon and a "Bank Code" dropdown menu. Below these are "Amount" and "Retainer Balance" fields, with values "\$0.00" and "\$2,100.00" respectively. At the bottom, there are "Add Target" and "Delete Target" buttons, and a table with columns "Client-Matter / Name" and "Amount".

2. Fill in the fields as required. See "Field Descriptions – Retainer/Trust Transfer Screen" on page 2-12 for specific information.
3. Click **Add Target**. The Target Matter screen appears.
4. Enter or select the client-matter to which to transfer money.
5. Enter the amount to transfer and click **OK**. Add more targets as needed.
6. To make the transfer, click **Perform Transfer**. The system tells you the transfer was successful.

Entering a Retainer/Trust Transfer



7. Click **OK**.

Field Descriptions – Retainer/Trust Transfer Screen

The following table describes the fields.

Field	Description
Type	The type of account: retainer or trust.
Date	The date of the transfer.
Client-Matter	The client-matter from which money is being transferred.
Bank Code	The bank within which the transfer is being made.
Amount	The amount of the transfer. This must equal the target amount.
Retainer/Trust Balance	The amount in the retainer or trust account. This field is read-only.

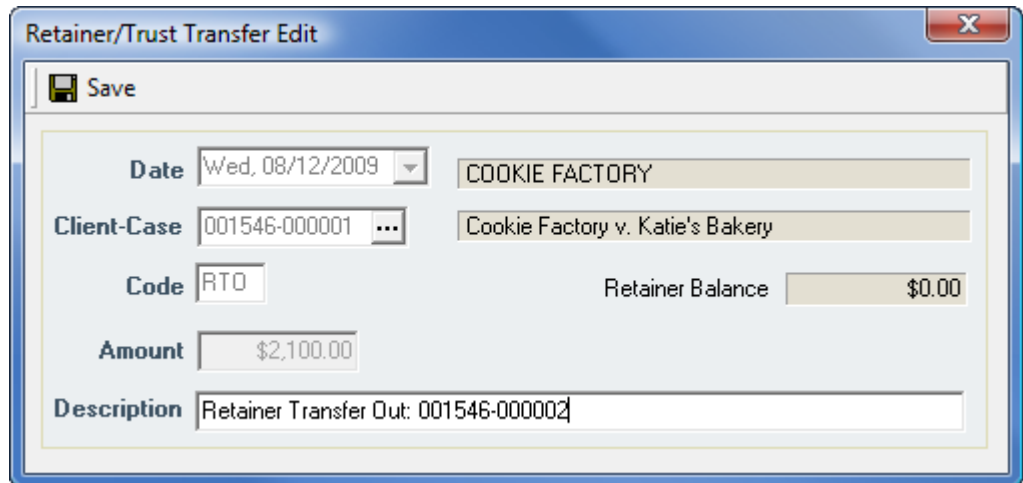
Editing a Retainer/Trust Transfer

You can change the description of a retainer or trust transfer.

Steps

To edit a transfer:

1. From the AR Manager, double-click the desired transaction. The following screen appears.



The screenshot shows a window titled "Retainer/Trust Transfer Edit" with a "Save" button in the top left. The window contains the following fields:

Date	Wed, 08/12/2009	COOKIE FACTORY
Client-Case	001546-000001 ...	Cookie Factory v. Katie's Bakery
Code	RTO	Retainer Balance \$0.00
Amount	\$2,100.00	
Description	Retainer Transfer Out: 001546-000002	

2. In the **Description** field, change the description as needed.
3. Click **Save**.

Editing a Retainer/Trust Transfer

Chapter 3

Accounting Transaction Application

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Chapter Overview

Once a Payment, Credit, Write Off, Retainer Applied as Payment or Trust Applied as Payment has been entered, you must apply it against an open invoice. Accounting transactions can be applied individually or in batches. That is, you can enter a transaction, apply it and post it. Or, you can enter several transactions, apply them, and then post them as a group. For most firms, we recommend payments be applied as they are entered but posted in a batch.

There are two main methods you can use to apply accounting transactions:

- automatic application
- detail application

How Payments are Prorated Using Global Application

Orion will pay the full amount of the category or categories selected if the amount is available. Otherwise, it will prorate for a category. Proration is not done for the combined categories' amount.

To illustrate, you have \$400 in costs, \$100 in expenses, \$1,000 in fees and \$25 in interest and a \$700 payment is being applied using an Apply order of costs, expenses, fees, and interest. The \$400 in costs would be paid off, then the \$100 in expenses would be paid off. The remaining \$200 would be prorated among the \$1,000 of fees and the \$25 in interest would not be addressed at all. If the Apply order were fees, costs, expenses, and interest, the \$700 would be prorated among the \$1,000 of fees and neither costs, expenses, nor interest would be addressed.

How Applications are Affected by Editing a Transaction

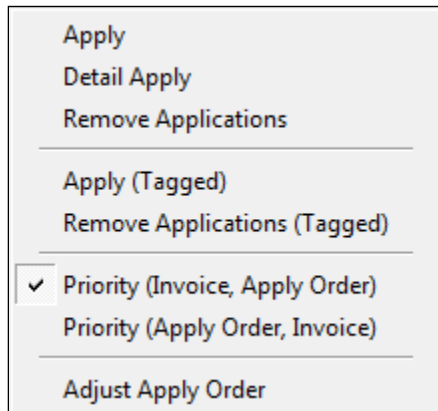
Until you post an accounting transaction, or until it appears on an invoice, it can be edited for amount, date, applications, etc. However, you cannot edit a transaction (other than the **Description** field) that has been applied. You must first remove the apply records and then make your changes to the transaction. If you delete an accounting transaction, the application records are automatically removed.

Applying Transactions Automatically

If you have just entered and saved an accounting transaction, Orion automatically displays outstanding invoices associated with the matter number used when entering the accounting transaction.

Choosing an Apply option tells Orion to automatically use the transaction to pay off the oldest invoice and continue until the amount is fully applied. This is true whether you are applying on a client or on a matter level.

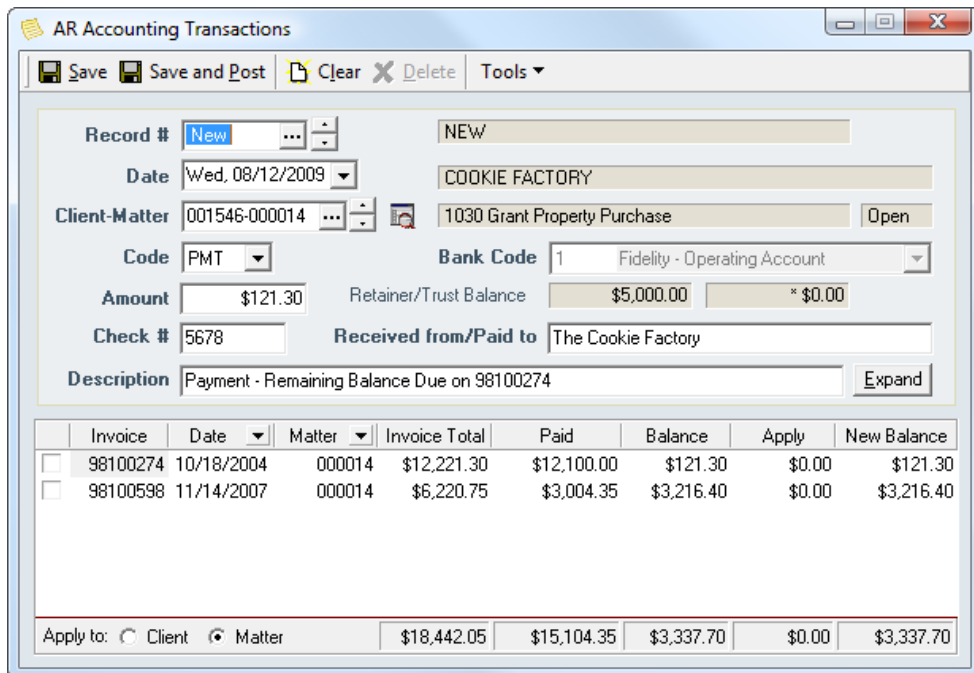
To access these functions, click the right mouse button from a transaction line on the AR Accounting Transactions screen. The following menu appears.



Steps

To automatically apply transactions:

1. Access the AR Accounting Transactions screen.



Applying Transactions Automatically

- Call up the transaction by placing your cursor in the **Record #** field and typing in the record number or click the **Look-up** button to locate the record if you do not know the record number.
- To apply the transaction to an invoice listed at the bottom of the screen, highlight the appropriate line, right-click, and select **Apply**. The following screen appears.

The screenshot shows a dialog box titled "Automatic Apply". It has a text input field for "Amount to Apply" with the value "121.3". Below this is a section for "Application Priority" with two radio buttons: "Invoice" (which is selected) and "Application Order". Underneath is a section for "Application Order" with a text field containing "Fees, Expenses, Costs, Interest". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Orion automatically populates the **Amount to Apply** field with the amount of the transaction you are applying.
- Enter the amount you want to apply to the invoice.
- Once the Apply amount is correct, press the Tab key.
- In the **Application Priority** fields, select **Invoice** or **Application Order** and click **OK**.
- Continue selecting invoices until the **Apply** field shown in the bottom right corner equals \$0 or there are no more open invoices displayed.
- When you are finished applying the transaction, click **Save** or press the F10 key. You can immediately post the transaction by clicking **Save and Post** or you can return to the AR Accounting Transactions screen to enter the next transaction.

Field Descriptions – AR Accounting Transactions Screen

The following table describes the fields.

Field	Description
Record #	The number of the transaction.
Date	The date of the accounting transaction. To look up a date, click the drop-down to display a calendar. Note: For reconciliation purposes, it is recommended that you use the date the payment was received/deposited so you can use your Daily Deposit report to balance to the bank. The date you enter is also used to update the Last Payment Date field in Matter Status.

Field	Description
Client-Matter	<p>Identifies the transaction for a client-matter and is a required field. If you do not know the correct number, you can press the F8 key or click the Look-up button.</p> <p>If you have received a check that has no identifying client-matter name or number but does have an invoice number on it, you can locate the client-matter number by the invoice number. To do this, click the button to the right of the field. Enter the invoice number as it appears on the check and if such an invoice number exists in your system, Orion populates the Client-Matter field with the client-matter number owning that invoice number.</p> <p>Note: Even if you are entering a payment, credit, or write-off to be applied across several matters, you must enter a matter code. The Apply and Posting programs automatically create the proper transaction for each matter receiving credit.</p>
Code	<p>The accounting code for the transaction. To view a list of available codes, click the down arrow. Valid accounting codes are as follows:</p> <ul style="list-style-type: none"> • CR - Credit Adjustment • PMT - Payment • WO - Write-Off • RDP - Retainer Deposit • RDS - Retainer Disbursement • RAP - Retainer Applied as Payment • TDP - Trust Deposit • TDS - Trust Disbursement • TAP - Trust Applied as Payment <p>Note: If you are entering a RAP or TAP transaction, it must be entered with the client-matter number to which it will be applied. You cannot apply RAP or TAP transactions across multiple matters.</p>
Bank Code	<p>The code for the bank in this transaction.</p>
Amount	<p>The amount of the transaction. If you are entering a RDS, RAP, TDS, or TAP, Orion will not allow you to enter an amount greater than the amount shown as the current retainer or trust balance.</p>
Retainer/Trust Balance	<p>The balance in the Retainer/Trust account.</p>
Check #	<p>The check number. This information is saved with the transaction, but is not displayed on any Orion reports.</p>
Received from/ Paid to	<p>Who the check was received from or paid to. This information is saved with the transaction, but is not displayed on any Orion reports.</p>

Applying Transactions Automatically

Field	Description
Description	Description of the transaction. You can enter or edit text within this field. If you require more space for entering a description, you can click Expand to open up a larger memo box. When you have finished typing in the memo box, click OK .
Apply to	Orion lists the outstanding invoices associated with the matter number used when entering the accounting transaction. Invoices are listed in order from oldest to newest. To list open invoices for all matters of the specified client, select the Client option. Note: Do not apply on a client level if you are applying a RAP or TAP transaction. RAP and TAP transactions cannot be applied across multiple matters.

Field Descriptions – Automatic Apply Screen

The following table describes the fields.

Field	Description
Amount to Apply	The amount to apply to this transaction. You can change this amount or accept it as is.
Application Priority	How to apply the transaction. Options are: <ul style="list-style-type: none">• Invoice - if you choose to apply by invoice, Orion will automatically use the transaction to pay off the oldest invoice and continue until the amount is fully applied. If an invoice cannot be fully paid off by the transaction, Orion uses your application priorities to determine what is paid on the invoice.• Application Priorities - if you choose to apply by application priorities, Orion will look at the Apply order and pay off all of the first category across all invoices, then it will go to the next category and so on until the transaction is fully applied. For example, if your Apply order is set at costs, expenses, fees, and interest, Orion will pay off all costs on all open invoices, then all expenses, etc. until the amount is fully applied.
Application Order	The order in which categories of invoices will be paid.

Applying Tagged Transactions

Choosing this option tells Orion to automatically use the transaction to pay off the tagged invoices starting with the oldest and continuing until the amount is fully applied. This is true whether you are applying on a client or on a matter level. For instructions on how to tag transactions, see "Tagging by Invoice Number" on page 3-9.

Steps

To automatically apply a tagged accounting transaction:

1. Access the AR Accounting Transactions screen and select the desired transaction.
2. Select an invoice from the list at the bottom of the screen.
3. Right-click and select **Apply (Tagged)**. The Automatic Apply screen appears. See "Field Descriptions – Automatic Apply Screen" on page 3-6.
4. Click **OK**.

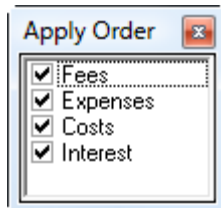
Adjusting Apply Order

You can change the Apply order. This is the order in which Orion makes automatic applications.

Steps

To adjust the Apply order:

1. Access the AR Accounting Transactions screen and call up the desired transaction.
2. Right-click and select **Adjust Apply Order**. The following screen appears.



3. Select the fields you want to use in your application.
4. To change the Apply order, drag field names up or down to place them before or after other fields.
5. Close the screen. Orion saves your application order and will use this order until it is changed again.

Other Application Functions

While in the Apply program, there are several other options available to you such as detail application and tagging by invoice number. You can also remove applications. This topic includes the following procedures:

Procedure	Purpose
Applying Detail	The Detail Application function gives you the ability to fully control the application of accounting transactions
Removing Applications	Removes all records associated with an applied accounting transaction. This option provides a method of reversing the application without deleting the transaction.
Removing Tagged Applications	Removes any applications associated with the displayed transaction against the tagged invoice(s). This option provides a method of reversing the application without deleting the transaction.
Tagging by Invoice Number	The Tag By Invoice Number option comes in handy if you receive a check from a Client that has the Client Name or Number and the Invoice Number on it but doesn't have a Matter number.

Applying Detail

To control the application of a transaction:

1. Access the AR Accounting Transactions screen and call up the desired transaction.
2. Right-click and select **Detail Apply**. The following screen appears.

ID	Amount Due	Paid	Balance	Apply	New Balance
[-] Trans Type : Costs					
SIL	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00
[-] Trans Type : Expenses					
FIRM	\$311.80	\$311.80	\$0.00	\$0.00	\$0.00
[-] Trans Type : Fees					
BAL	\$4,350.00	\$4,305.63	\$44.37	\$0.00	\$44.37
COF2	\$337.50	\$334.06	\$3.44	\$0.00	\$3.44
GAG	\$3,150.00	\$3,117.86	\$32.14	\$0.00	\$32.14
LLA	\$127.50	\$126.19	\$1.31	\$0.00	\$1.31
SIL	\$3,924.50	\$3,884.46	\$40.04	\$0.00	\$40.04
	\$12,221.30	\$12,100.00	\$121.30	\$0.00	\$121.30

This screen displays the original amount of the invoice, the paid amount (how much has already been paid off), the apply amount (how much has been applied, but not posted), and the balance.

3. To apply an amount against a particular line, click on that line and enter the amount to be applied in the **Apply** field.
4. Continue selecting invoices until the **New Balance** field shown at the bottom of the screen equals \$0.
5. Once you have finished applying against an individual invoice, click **OK** to return to the list of open invoices.
6. To apply against another invoice, highlight the appropriate invoice and follow the above procedures.

Removing Applications

To remove all records associated with an applied accounting transaction:

1. Access the AR Accounting Transactions screen and call up the desired transaction.
2. Right-click and select **Remove Applications**. The **Apply** field now contains \$0.

Removing Tagged Applications

To remove a tagged application of a transaction:

1. Access the AR Accounting Transactions screen and call up the desired transaction.
2. Right-click and select **Remove Applications (Tagged)**. The **Apply** field now contains \$0.

Tagging by Invoice Number

To locate the particular invoice:

1. Find a matter by invoice number and right-click in the Client-Matter field.
2. Place a check mark in the box to the left of the invoice number.
3. From there you can apply the payment by whatever method you choose.

Note: To tag/untag a continuous range of invoices, click the first invoice in the range then hold down the Shift key and click the last invoice in the range. To tag/untag multiple invoices that are not in a range (consecutive order), click the first invoice, then holding down the Ctrl key, click any other invoices you want to tag.

Other Application Functions

Chapter 4

Accounting Transaction Posting

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Chapter Overview

In order for accounting transactions and their related applications to be reflected in the matter and attorney totals and in order for your General Ledger module to be correctly updated, the transactions must be posted. Before posting though, you should run a Daily Deposit report to check your work.

Posting Accounting Transactions

You cannot make changes to any accounting transactions through the Posting program. When the screen is first displayed, it lists all unposted but fully applied accounting transactions with a date that falls within the current month.

Posting accounting transactions is done in one of two ways:

- From the AR Accounting Transactions screen
- From the AR Manager

Tip: You can select a range of transactions (using the Ctrl or Shift keys) and then right-click and select "Select For Posting" and the transactions you have highlighted will be tagged. You can select all transactions by right-clicking and selecting "Select All". To clear tagged transactions, right-click and select "Deselect For Posting" (for a range) or "Deselect All" to un-tag all transactions.

From AR Accounting Transactions Screen

1. If you are already in the AR Accounting Transactions screen and you know the record number of the transaction you need to post, you can call up that record by typing in the record number. (This also applies if this is a new transaction that you will be posting and saving at the same time.) You can also look up the transaction by clicking the **Look-up** button. Below is an example of an existing transaction pulled up in the AR Accounting Transactions screen:

The screenshot shows the 'AR Accounting Transactions' window. The form contains the following fields:

- Record #: New
- Date: Wed, 08/12/2009
- Client-Matter: 001546-000014
- Code: PMT
- Amount: \$121.30
- Check #: 5678
- Description: Payment - Remaining Balance Due on 98100274
- NEW
- COOKIE FACTORY
- 1030 Grant Property Purchase
- Bank Code: 1 Fidelity - Operating Account
- Retainer/Trust Balance: \$5,000.00
- Received from/Paid to: The Cookie Factory

Below the form is a table of invoices:

	Invoice	Date	Matter	Invoice Total	Paid	Balance	Apply	New Balance
<input type="checkbox"/>	98100274	10/18/2004	000014	\$12,221.30	\$12,100.00	\$121.30	\$0.00	\$121.30
<input type="checkbox"/>	98100598	11/14/2007	000014	\$6,220.75	\$3,004.35	\$3,216.40	\$0.00	\$3,216.40

At the bottom, there is a summary row:

Apply to:	<input type="radio"/> Client	<input checked="" type="radio"/> Matter	\$18,442.05	\$15,104.35	\$3,337.70	\$0.00	\$3,337.70
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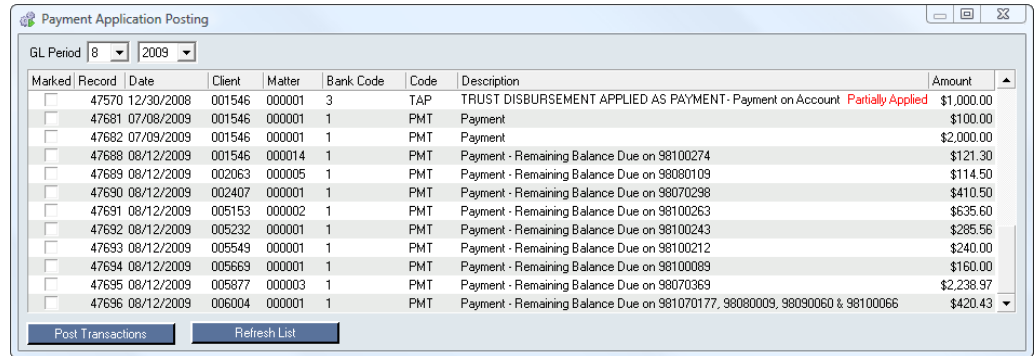
2. From within this screen, you can click **Save and Post** to post the transaction.
3. The system prompts you to confirm the posting. Click **Yes** to post the transaction or **No** to leave it unposted.

Posting Accounting Transactions

From AR Manager

The second way to pull up a transaction for posting is from the AR Manager.

1. From the button bar, click **Action** and select **Payment Application Posting**. The following screen appears with a list of all unposted AR transactions.



The screenshot shows the 'Payment Application Posting' window. At the top, there are dropdown menus for 'GL Period' (set to 8) and '2009'. Below is a table with columns: Marked, Record, Date, Client, Matter, Bank Code, Code, Description, and Amount. The table contains 13 rows of transaction data. At the bottom of the window, there are two buttons: 'Post Transactions' and 'Refresh List'.

Marked	Record	Date	Client	Matter	Bank Code	Code	Description	Amount
<input type="checkbox"/>	47570	12/30/2008	001546	000001	3	TAP	TRUST DISBURSEMENT APPLIED AS PAYMENT- Payment on Account Partially Applied	\$1,000.00
<input type="checkbox"/>	47681	07/08/2009	001546	000001	1	PMT	Payment	\$100.00
<input type="checkbox"/>	47682	07/09/2009	001546	000001	1	PMT	Payment	\$2,000.00
<input type="checkbox"/>	47688	08/12/2009	001546	000014	1	PMT	Payment - Remaining Balance Due on 98100274	\$121.30
<input type="checkbox"/>	47689	08/12/2009	002063	000005	1	PMT	Payment - Remaining Balance Due on 98080109	\$114.50
<input type="checkbox"/>	47690	08/12/2009	002407	000001	1	PMT	Payment - Remaining Balance Due on 98070298	\$410.50
<input type="checkbox"/>	47691	08/12/2009	005153	000002	1	PMT	Payment - Remaining Balance Due on 98100263	\$635.60
<input type="checkbox"/>	47692	08/12/2009	005232	000001	1	PMT	Payment - Remaining Balance Due on 98100243	\$285.56
<input type="checkbox"/>	47693	08/12/2009	005549	000001	1	PMT	Payment - Remaining Balance Due on 98100212	\$240.00
<input type="checkbox"/>	47694	08/12/2009	005669	000001	1	PMT	Payment - Remaining Balance Due on 98100089	\$160.00
<input type="checkbox"/>	47695	08/12/2009	005877	000003	1	PMT	Payment - Remaining Balance Due on 98070369	\$2,238.97
<input type="checkbox"/>	47696	08/12/2009	006004	000001	1	PMT	Payment - Remaining Balance Due on 981070177, 98080009, 98090060 & 98100066	\$420.43

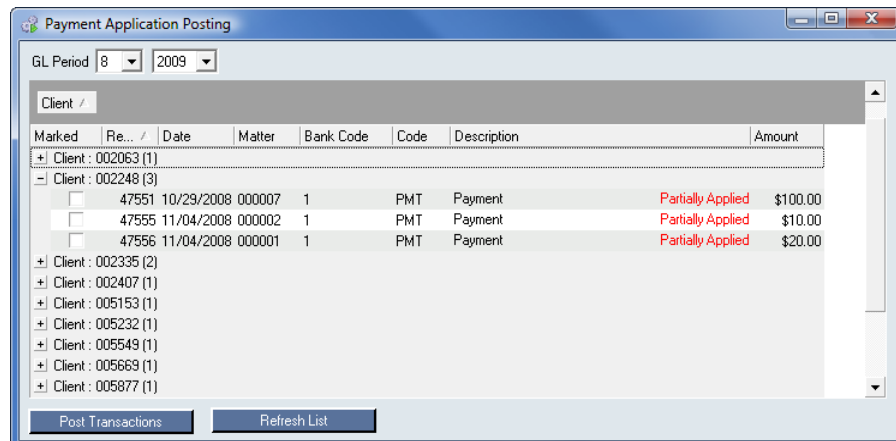
2. To post transactions from this list, select the box(es) next to the transaction(s) that you wish to post and click **Post Transactions**. The system prompts you to confirm the posting.
3. Click **Yes** to post the transaction or **No** to leave it unposted.

Using the Grouping Panel

The grouping panel allows you to group your transaction list any way you like.

To use the grouping panel:

1. From anywhere in the Payment Application Posting screen, right-click and select **Show Grouping Panel**. A gray area appears at the top of the screen.
2. Drag the column header you wish to group by into this gray area. For example, if you wish to group your transactions by client, you would drag the **Client** field into the grouping panel. The transactions are now grouped by client code.



The screenshot shows the 'Payment Application Posting' window with the 'Client' field grouped in the top panel. The table below shows transactions grouped by client code.

Marked	Re...	Date	Matter	Bank Code	Code	Description	Amount
+ Client : 002063 (1)							
- Client : 002248 (3)							
<input type="checkbox"/>	47551	10/29/2008	000007	1	PMT	Payment Partially Applied	\$100.00
<input type="checkbox"/>	47555	11/04/2008	000002	1	PMT	Payment Partially Applied	\$10.00
<input type="checkbox"/>	47556	11/04/2008	000001	1	PMT	Payment Partially Applied	\$20.00
+ Client : 002335 (2)							
+ Client : 002407 (1)							
+ Client : 005153 (1)							
+ Client : 005232 (1)							
+ Client : 005549 (1)							
+ Client : 005669 (1)							
+ Client : 005877 (1)							

3. You can drag additional fields into the grouping panel and arrange them in a hierarchy.

How Orion Handles Partially Applied Transactions

Orion handles the posting of partially applied transactions in different ways depending on the type of transaction (accounting code).

Payments (PMT)

If you post a partially applied payment, Orion creates a Retainer Deposit (RDP) with the unapplied amount and uses the same date as the original transaction. This "new" Retainer Deposit is immediately reflected in the Client-Matter Retainer Balance. Orion then changes the amount of the payment transaction to reflect the amount actually applied against the client-matter. If you go into the Accounts Receivable Entry program, you can now locate two transactions (a Payment and a Retainer Deposit) for the client-matter for the same date.

For example, if you receive a \$1,000 check on a client-matter that has only \$700 in outstanding invoices, you would enter a \$1,000 payment (PMT) record and apply \$700 against the open invoice(s). You would then post the payment as a partially applied transaction. After posting, the system will show a Payment (PMT) record for \$700 and a Retainer Deposit (RDP) record for \$300. The Retainer Balance for the client-matter will also show an increase of \$300.

Note: This feature allows you to enter a payment that is larger than the outstanding accounts receivable in one step. Orion takes care of setting up the Retainer Deposit for you.

Retainer/Trust Applied as Payment (RAP/TAP)

If you post a partially applied Retainer/Trust Applied as Payment (RAP/TAP), Orion changes the amount of the original RAP/TAP transaction to the actual amount applied and posted and creates General Ledger transactions for the amount applied and posted. The unapplied amount is then added back into the Retainer/Trust balance in the Matter file without creating General Ledger transactions.

Credits (CR)

When you post a partially applied Credit transaction, Orion creates a new Credit (CR) transaction with the unapplied amount and uses the same date as the original transaction. The amount of the original transaction is changed to reflect the amount actually applied and posted.

Write Offs (WO)

Posting a partially applied Write Off works differently from any other transaction type. When the transaction is posted, Orion changes the original amount of the transaction to reflect the amount actually applied and posted. A new transaction is not created for the unapplied amount. If you select and post a Write Off that has \$0.00 applied, Orion deletes the original transaction in its entirety.

How Orion Handles Partially Applied Transactions

Chapter 5

Accounting Transaction Reversals

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Reversing a Posted Accounting Transaction

Once an accounting transaction has been posted, you cannot make any changes to it (other than the description) without reversing the transaction. The Reverse Accounts Receivable program gives you the ability to "undo" a posted transaction.

Steps

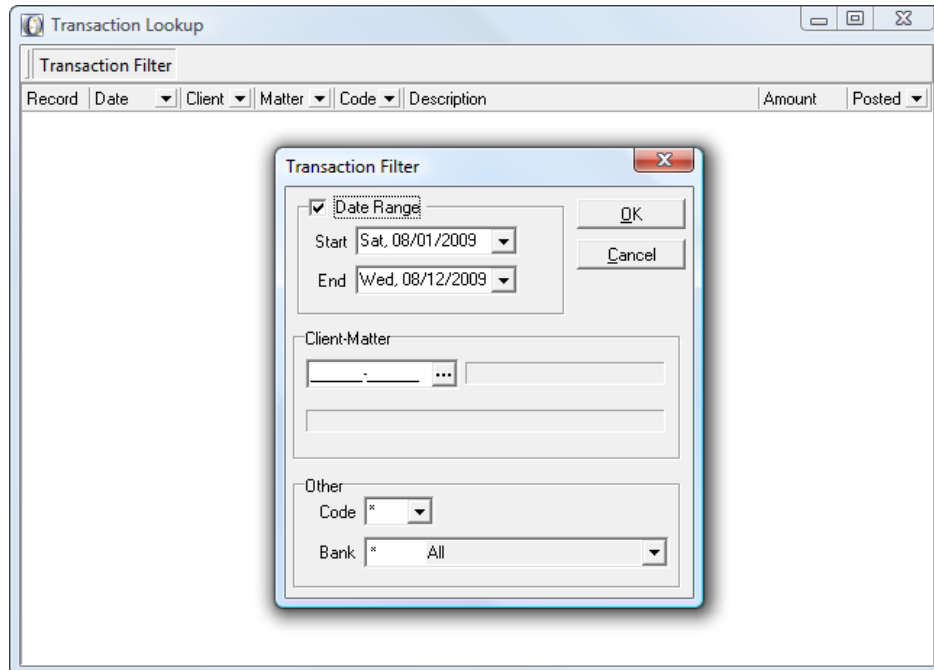
To reverse a posted accounting transaction:

1. From the button bar, click **Action** and select **Reverse Posted Application**. The following screen appears.

The screenshot shows a window titled "Reverse Posted Application" with a close button in the top right corner. Below the title bar is a tab labeled "Reverse Application". The main area contains several input fields: "Record #" with a search button and a list box; "Client-Matter", "Person", and "Amount" (set to \$0.00) in a group box; "Date" (set to 12/30/1899) and "Code" in another group box; "Reversal Date" (set to Wed, 08/12/2009), "GL Transaction Date" (set to Wed, 08/12/2009), and "GL Period" (set to 8, 2009) in a group box; and a checkbox for "Delete Original Transaction". A scrollable list box is at the bottom.

2. If you know the record number of the transaction you wish to reverse, enter it here. Otherwise, click the **Look-up** button to open a lookup screen. If the transaction you are looking for does not display in this list, you may need to change your filter settings.
3. From the Transaction Lookup screen, click **Transaction Filter** to display the Transaction Filter screen, which allows you to narrow or expand your search by date range, client-matter number, code (transaction type), or bank.

Reversing a Posted Accounting Transaction



4. After changing your display options, click **OK** to redisplay the transactions that fall within the selected criteria.

If the transaction you have chosen is eligible for reversal, the **Reverse Application** button is active.

5. In the **Reversal Date** and **GL Transaction Date** fields, enter the appropriate dates. The date you use for the reversal will be used for the Accounts Receivable Ledger and the General Ledger transactions created upon reversing the transaction.
6. To delete the original transaction, select the **Delete Original Transaction** field.
7. Enter a description or reason for reversing the transaction (check bounced, applied incorrectly, etc.).
8. When you have verified that all of the information is correct, click **Reverse Application**.

Note: If you are reversing a Credit (CR) transaction created by the Accounts Payable module, Orion warns you that you cannot delete the transaction.

9. Click **Print** to print the Reverse Application report. Once the report is printed, the reversal is complete.
10. If you sent the report to the screen, click **Close** to complete the process.

Reversing a Posted Accounting Transaction

Field Descriptions – Reverse Posted Application Screen

The following table describes the fields.

Field	Description
Record #	The number of the transaction.
Client-Matter	Identifies the transaction for a client-matter.
Date	The date of the accounting transaction.
Code	The accounting code for the transaction.
Bank Code	The code for the bank in this transaction.
Amount	The amount of the transaction.
Reversal Date	The date the reversal is occurring. It can be a different date from the current date.
GL Transaction Date	The date to stamp on the GL transaction adjusting entry.
GL Period/Year	The period and year to stamp on the GL transaction adjusting entry.
Delete Original Transaction	Option to delete the original transaction.

Chapter 6

Deposit Processing

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Chapter Overview

This chapter covers processing deposits and handling miscellaneous cash transactions.

Processing Deposits

Use this procedure to process deposits.

Steps

To process a deposit:

1. From the button bar, click **Action** and select **Deposit Processing**. The following screen appears.

Deposit	Record	Date	Client	Matter	Code	Description	Amount
<input checked="" type="checkbox"/>	47689	08/12/2009	002063	000005	PMT	Payment - Remaining Balance Due on 98080109	\$114.50
<input checked="" type="checkbox"/>	47690	08/12/2009	002407	000001	PMT	Payment - Remaining Balance Due on 98070298	\$410.50
<input checked="" type="checkbox"/>	47691	08/12/2009	005153	000002	PMT	Payment - Remaining Balance Due on 98100263	\$635.60
<input checked="" type="checkbox"/>	47692	08/12/2009	005232	000001	PMT	Payment - Remaining Balance Due on 98100243	\$285.56
<input checked="" type="checkbox"/>	47693	08/12/2009	005549	000001	PMT	Payment - Remaining Balance Due on 98100212	\$240.00
<input checked="" type="checkbox"/>	47694	08/12/2009	005669	000001	PMT	Payment - Remaining Balance Due on 98100089	\$160.00
<input checked="" type="checkbox"/>	47695	08/12/2009	005877	000003	PMT	Payment - Remaining Balance Due on 98070369	\$2,238.97
<input checked="" type="checkbox"/>	47696	08/12/2009	006004	000001	PMT	Payment - Remaining Balance Due on 981070177, ...	\$420.43
<input checked="" type="checkbox"/>	47699	08/12/2009	000001	000028	MC	Reimbursement of UPS Overnight Charges from Em...	\$27.50
<input checked="" type="checkbox"/>	47700	07/09/2009	001546	000014	PMT	Payment	\$1,100.00

Total to Deposit: \$5,633.06

2. Fill in the fields as required. See "Field Descriptions – AR Deposit Processing Screen" on page 6-4 for specific information.
3. Select the box(es) in the Deposit column for the amounts you want to deposit and click **Create Deposit**. The system confirms the amount and account number.

Confirmation

A Deposit for \$5,633.06 will be created in Bank Reconciliation for Bank Account "1".

4. If you want a report for this deposit, click **Create Deposit and Deposit Report**. If not, click **Create Deposit Only**.

If you choose to create a report, the Deposit Processing screen appears. Click **Print** to print the report.

Processing Deposits

Field Descriptions – AR Deposit Processing Screen

The following table describes the fields.

Field	Description
Bank Code	The code for the bank into which the deposit will be made.
Deposit Date	The date of the deposit. The default is today's date.

Entering a Miscellaneous Cash Transaction

Use this procedure to handle miscellaneous cash transactions. These transactions involve money received for anything that is not billed, such as rebates.

If at any time you would like to clear the screen without saving your entry, click the **Clear** button or simply close the window and click **No** when asked if you wish to save.

Steps

To enter a miscellaneous cash transaction:

1. From the button bar, click **Action** and select **Miscellaneous Cash**. The following screen appears.

The screenshot shows a window titled "Miscellaneous Cash" with a toolbar containing "Save and Post" and "Clear" buttons. The main form area includes the following fields and controls:

- Date:** A dropdown menu showing "Wed, 08/12/2009".
- Status:** A dropdown menu showing "New".
- Bank:** A dropdown menu.
- Amount:** A text box containing "\$0.00".
- Transaction Total:** A text box containing "\$0.00".
- Description:** A large text area.
- Buttons:** "Add Detail Line" and "Delete Detail Line".
- Table:** A table with columns for "Account", "Description", and "Amount".

2. Fill in the fields as required. See "Field Descriptions – Miscellaneous Cash Screen" on page 6-6 for specific information.
3. Click **Add Detail Line**. The following screen appears.

Entering a Miscellaneous Cash Transaction

The screenshot shows a 'Transaction Detail' dialog box with the following fields and values:

- Account:** A text box with a dropdown arrow, currently empty.
- Amount:** A text box containing '\$27.50'.
- Comment:** A text box containing 'ent of UPS Overnight Charges from Employees'.
- Buttons:** 'OK' and 'Cancel' buttons are located on the right side of the dialog.

4. Fill in the fields as required. See "Field Descriptions – Transaction Detail Screen" on page 6-7 for specific information.
5. Click **OK**.
6. From the Miscellaneous Cash screen, click **Save and Post**.

Field Descriptions – Miscellaneous Cash Screen

The following table describes the fields.

Field	Description
Date	The date of the transaction. To look up a date, click the drop-down to display a calendar. Note: For reconciliation purposes, it is recommended that you use the date the payment was received/deposited so you can use your Daily Deposit report to balance to the bank. The date you enter is also used to update the Last Payment Date field in Matter Status.
Status	Read-only. The status of the transaction: new, un-deposited, or deposited.
Bank	The bank in which the cash is deposited.
Amount	The amount of the transaction. This must match the distribution amount.
Transaction Total	Read-only. The amount you enter is added to this total for each detail line.
Description	Description of the transaction. You can enter or edit text within this field.

Field Descriptions – Transaction Detail Screen

The following table describes the fields.

Field	Description
Account	The account to which this item will be deposited. You can look up the account using the F8 key or the Look-up button.
Amount	The amount of the transaction.
Comment	Description of the transaction. You can enter or edit text within this field.
Blank area	Space for additional comments about the transaction.

Editing a Miscellaneous Cash Transaction

Editing a Miscellaneous Cash Transaction

You can edit a saved accounting transaction as required.

Steps

To edit a saved miscellaneous cash transaction:

1. From the AR Manager, double-click the desired transaction.

The screenshot shows a software window titled "Miscellaneous Cash". At the top, there are two buttons: "Save and Post" and "Clear". Below these are several input fields: "Date" set to "Wed, 08/12/2009", "Status" set to "New", "Bank" set to "1 Fidelity - Operating Account", "Amount" set to "\$27.50", and "Transaction Total" set to "\$27.50". The "Description" field contains "Reimbursement of UPS Overnight Charges from Employees". Below the description are two buttons: "Add Detail Line" and "Delete Detail Line". A table below these buttons shows a single entry with "Account" 1010-000, "Description" Fidelity - Operating Account, and "Amount" \$27.50. At the bottom of the window, a summary bar shows "Transaction is in balance" and "\$27.50".

Account	Description	Amount
1010-000	Fidelity - Operating Account	\$27.50

Transaction is in balance \$27.50

2. Make any necessary changes and click **Save and Post**. To clear the screen without saving your changes, click **Clear**.

Chapter 7

Accounts Receivable Reports

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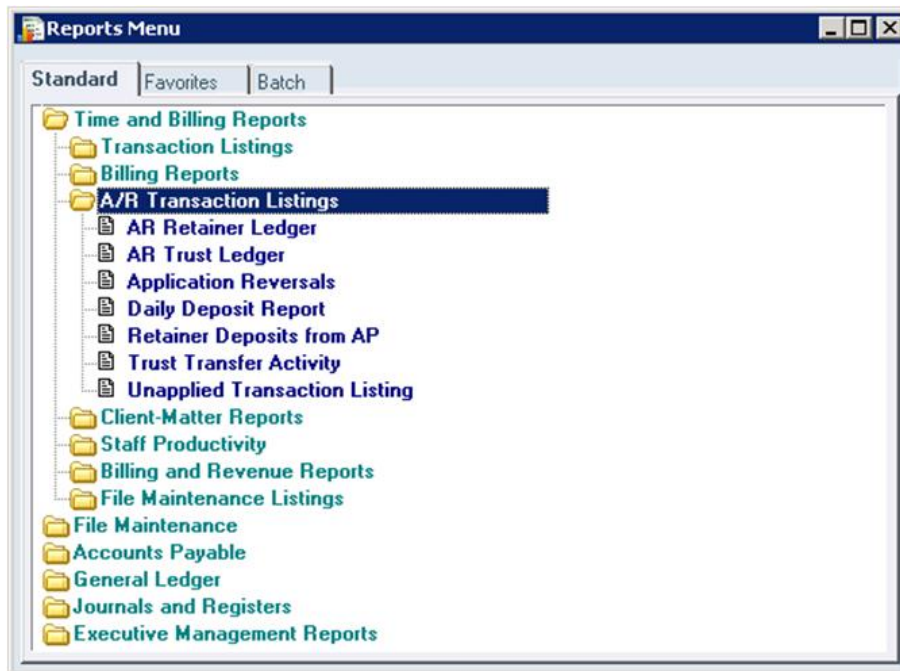
Chapter Overview

Orion provides several reports for the Accounts Receivable module.

Reports Menu

To run any of the Accounts Receivable reports:

1. From the button bar, click **Reports** and double-click **Time and Billing Reports**. Double-click **A/R Transaction Listings**. The following screen appears.



2. See instructions for printing each report.

AR Retainer Ledger

The Retainer Ledger report lists, in summary or detail, retainer deposits, disbursements, transfers, and applications.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **AR Retainer Ledger**. The following screen appears.

2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – AR Retainer Ledger Screen

The following table describes the fields on this screen.

Field	Description
Sort Order	Options for the order in which the transactions are sorted: <ul style="list-style-type: none"> • Date, Client Code, Matter Code • Client Code, Matter Code, Date • Responsible, Client Code, Matter Code
Client-Matter	Identifies the transaction for a client-matter. You can print the report for one specific matter or for all matters. To print the report for one matter, enter the client-matter code. If you do not know the correct number, you can press the F8 key or click the Look-up button. To print the list for all matters, place an asterisk in this field.

AR Retainer Ledger

Field	Description
Style	Summary and detail formats are available. Summary provides totals by matter. Detail provides transaction-level detail (date, transaction type, transaction description, and amount).
Transactions from/ through	Include transactions between the dates selected. Enter a date in this field or use the pop-up calendar button.
New page on group change	Begin a new page for each group of transactions.

AR Trust Ledger

The AR Trust Ledger report lists, in summary or detail, trust deposits, disbursements, transfers, and applications.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **AR Trust Ledger**. The following screen appears.

2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – AR Trust Ledger Screen

The following table describes the fields on this screen.

Field	Description
Sort Order	Options for the order in which the transactions are sorted: <ul style="list-style-type: none"> • Date, Client Code, Matter Code • Client Code, Matter Code, Date • Responsible, Client Code, Matter Code

AR Trust Ledger

Field	Description
Client-Matter	Identifies the transaction for a client-matter. You can print the report for one specific matter or for all matters To print the report for one matter, enter the client-matter code. If you do not know the correct number, you can press the F8 key or click the Look-up button. To print the list for all matters, place an asterisk in this field.
Style	Summary and detail formats are available. Summary provides totals by matter. Detail provides transaction-level detail (date, transaction type, transaction description, and amount).
Transactions from/ through	Include transactions between the dates selected. Enter a date in this field or use the pop-up calendar button.
Bank	You can print the report for a specific trust bank account or for all trust bank accounts. To print the report for one account, enter the bank code or press the F8 key or click the Look-up button. To print the list for all accounts, place an asterisk in this field.
New page on group change	Begin a new page for each group of transactions.

Application Reversals

The Application Reversals report provides a detailed listing of posted A/R transactions.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **Application Reversals**. The following screen appears.

2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – Application Reversals Screen

The following table describes the fields on this screen.

Field	Description
Dated	The starting date of application reversals activity to include in the report. Enter a date in this field or use the pop-up calendar button.
Ending Date	The ending date of application reversals activity to include in the report. Enter a date in this field or use the pop-up calendar button.
Client-Matter	Identifies the transaction for a client-matter. You can print the report for one specific matter or for all matters. To print the report for one matter, enter the client-matter code. If you do not know the correct number, you can press the F8 key or click the Look-up button. To print the list for all matters, place an asterisk in this field.
Listing Order	Options for the order in which the transactions are sorted: <ul style="list-style-type: none"> • Void Date • Application Date

Daily Deposit Report

The Daily Deposit report lists specified accounting transaction types within a specified date range.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **Daily Deposit Report**. The following screen appears.

2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – Daily Deposit Report Screen

The following table describes the fields on this screen.

Field	Description
Sort Order	Options for the order in which the deposits are sorted: <ul style="list-style-type: none"> • Date, Client Code, Matter Code • Entry Order • Bank Code, Entry Order • Bank Code, Deposit Number

Field	Description
Detail	Options for type of detail on the report: <ul style="list-style-type: none">• No Detail• Payment• Application
Transactions dated	Include transactions between the dates selected. Enter a date in this field or use the pop-up calendar button.
Bank	The bank into which the deposits were made.
Codes to Include	Options for codes to include on the report: PMT, RDP, CR, RDS, WO, TDP, RAP, TDS, TAP, MC
Summaries	Option that allows various summaries to be appended to the report.

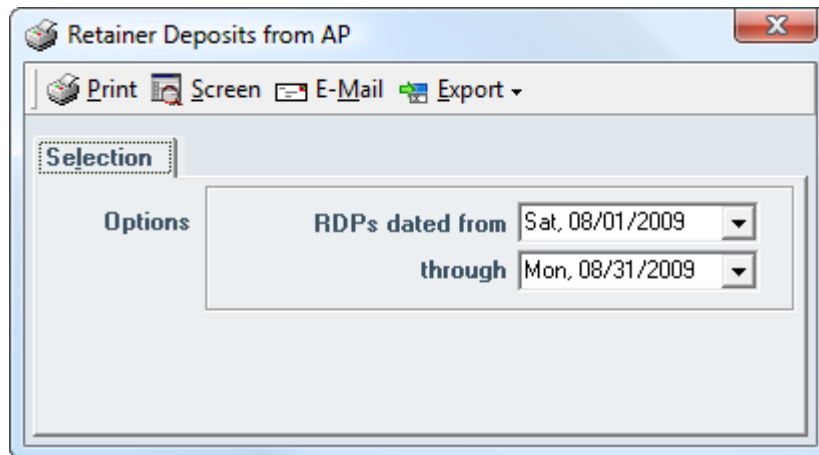
Retainer Deposits from AP

The Retainer Deposits from AP report lists all retainer deposits that were created when voiding a check that included billed client advances.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **Retainer Deposits from AP**. The following screen appears.



2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – Retainer Deposits from AP Screen

The following table describes the fields on this screen.

Field	Description
RDPs dated from/ through	Include RDPs between the dates selected. Enter a date in this field or use the pop-up calendar button.

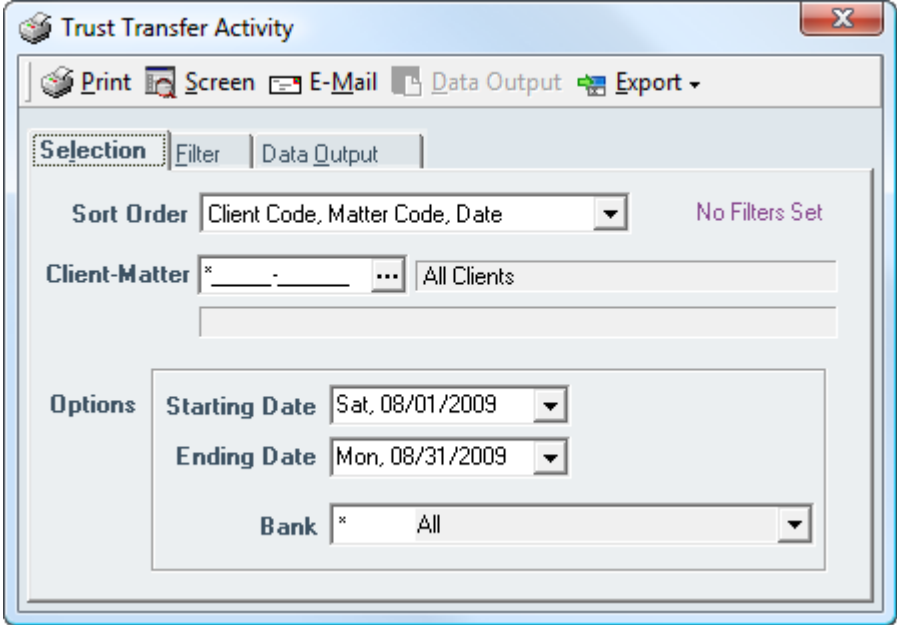
Trust Transfer Activity

The Trust Transfer Activity report lists all transfers between matters.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **Trust Transfer Activity**. The following screen appears.



2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – Trust Transfer Activity Screen

The following table describes the fields on this screen.

Field	Description
Sort Order	Options for the order in which the transactions are sorted: <ul style="list-style-type: none"> • Client Code, Matter Code, Date • Date, Client Code, Matter Code
Client-Matter	Identifies the transaction for a client-matter. You can print the report for one specific matter or for all matters To print the report for one matter, enter the client-matter code. If you do not know the correct number, you can press the F8 key or click the Look-up button. To print the list for all matters, place an asterisk in this field.

Trust Transfer Activity

Field	Description
Starting Date	The starting date of retainer transfer activity to include in the report. Enter a date in this field or use the pop-up calendar button.
Ending Date	The ending date of retainer transfer activity to include in the report. Enter a date in this field or use the pop-up calendar button.
Bank	You can print the report for a specific trust bank account or for all trust bank accounts. To print the report for one account, enter the bank code or press the F8 key or click the Look-up button. To print the list for all accounts, place an asterisk in this field.

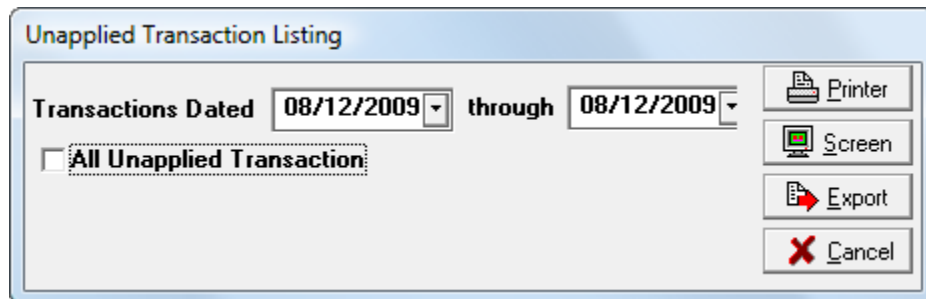
Unapplied Transaction Listing

The Unapplied Transaction Listing lists all accounting transactions (PMT, RAP, TAP, CR, WO) that have not been applied and/or posted.

Steps

To generate this report:

1. From the A/R Transaction Listings menu, double-click **Unapplied Transaction Listing**. The following screen appears.



2. Fill in the fields as required. See the field descriptions in the following table for specific information.
3. Click **Print** to print the report.

Field Descriptions – Unapplied Transaction Listing Screen

The following table describes the fields on this screen.

Field	Description
Transactions Dated/ through	Include transactions between the dates selected.
All Unapplied Transactions	Option to include all unapplied transactions in the report.

Unapplied Transaction Listing

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