File Maintenance

Back Office Reference Guide

Version 4

ORION ™ *Perceptive Software.*
Measurable Results.

Contents

Contents

Chapter 5. Client Information

Chapter 6. Matter Information

Chapter 7. Matter Task Codes

Chapter 8. Entry ID Information

Chapter 9. Service, Client Advance, and Expense Codes

Chapter 10. Law Type Codes

Chapter 11. Relationship Codes

Chapter 12. Orion's Interface

Index

About This Guide

This guide provides detailed instructions for using the File Maintenance (FM) 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 File Maintenance functions.

Version

This guide corresponds to Version 4 of the Orion application.

Organization

This document includes the following chapters.

Chapter Title		Contents
1	File Maintenance System Overview	Introduction to fundamental concepts for using the Orion File Maintenance module
2	General Ledger Accounts	Instructions for setting up the GL Chart of Accounts
3	System Information	Detailed instructions for setting up firm information, defining client and matter information, setting up accounting information, and completing the default General Ledger table
4	Codes Setup	Instructions for setting up group, department, timekeeper, and master task codes
5	Client Information	Instructions for setting up and viewing client records
6	Matter Information	Instructions for setting up and viewing client records
7	Matter Task Codes	Instructions for setting up and viewing matter records
8	Entry ID Information	Instructions for setting up entry IDs and proxy rights
9	Service, Client Advance, and Expense Codes	Instructions for setting up codes for services, client advances, and expenses
10	Law Type Codes	Instructions for setting up type of law codes
11	Relationship Codes	Instructions for setting up codes for conflict of interest relationships
12	Orion's Interface	Overview of how information moves throughout the Orion interface, specifically, the GL, Billing, Accounts Payable, and Accounts Receivable modules

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*
- *Accounts Receivable Back Office Reference Guide*
- *Administration Back Office Reference Guide*
- *Billing Back Office Reference Guide*
- *Desktop 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

File Maintenance System Overview

Contents

Chapter Overview

Congratulations on your purchase of the Orion Law Management System. Orion is written in the Delphi® programming language and combines the numerical accuracy usually associated with dedicated spreadsheet programs with the raw organizational power and data handling capability of a true relational database system.

Orion is not merely a single program, but an entire software system composed of several program modules. Under the overall "umbrella" of the System File, Orion controls and integrates from one to four major application modules, each of which automates a major accounting function. These are Billing and Accounts Receivable, Accounts Payable, Payroll, and General Ledger.

Organization of the Orion Guides

The Orion documentation suite is organized into separate *Reference Guides*. In addition to this guide, there is also a guide for each program module you have purchased. Each guide describes all the principles and procedures applicable to the program module or group of program modules with which it is associated.

This File Maintenance guide contains an overview of system-wide operation and step-by-step instructions on setting up the overhead files necessary to run Orion Law Management System. This section of the guide describes the global procedures and basic concepts common to all Orion installations.

Special Text

Throughout the guides, we use certain special characters and typefaces to indicate various types of data. These are summarized in the table below:

Convention	Description
Enter	Boldface terms indicate the names of individual keys to be pressed or buttons to be clicked.
Ctrl+Page Up	Key names joined by a plus (+) sign indicate that the first key is to be struck and then quickly followed by the second key.
Field	Boldface capitalized words indicate the names of entry fields when embedded in text or tabs.
Emphasis	Some boldface words and phrases are included in the text for emphasis only. Their purpose is to eliminate confusion and help you pick up on key terms and concepts in the text. Some italicized words and phrases are included in the text for emphasis only.
Sections	References to sections or topics within the guide are displayed in quotation marks.

Orion File Maintenance

The Orion File Maintenance program contains all programs associated with overhead files. Before you can begin daily operation of the Orion Law Management System Billing and Accounts Receivable module, you must make initial entries in the overhead files. By using these overhead files, almost every aspect of your operation can be reduced to a set of codes that both speed up data entry and relate all other files of the system to each other.

Many of your overhead files will either be converted or will be set up during installation. Some of the files do not have to be set up before you begin using Orion. However, we suggest you gather, organize, and enter as much of the data as you can on the front end. The chapters that follow are not necessarily in the same order in which the files need to be set up, although the first two chapters deal with overhead files that must be set up first and are not accessed through Orion File Maintenance. The other sections have been placed in the order in which they appear on the button bar.

When you first enter Orion File Maintenance, the following screen appears.
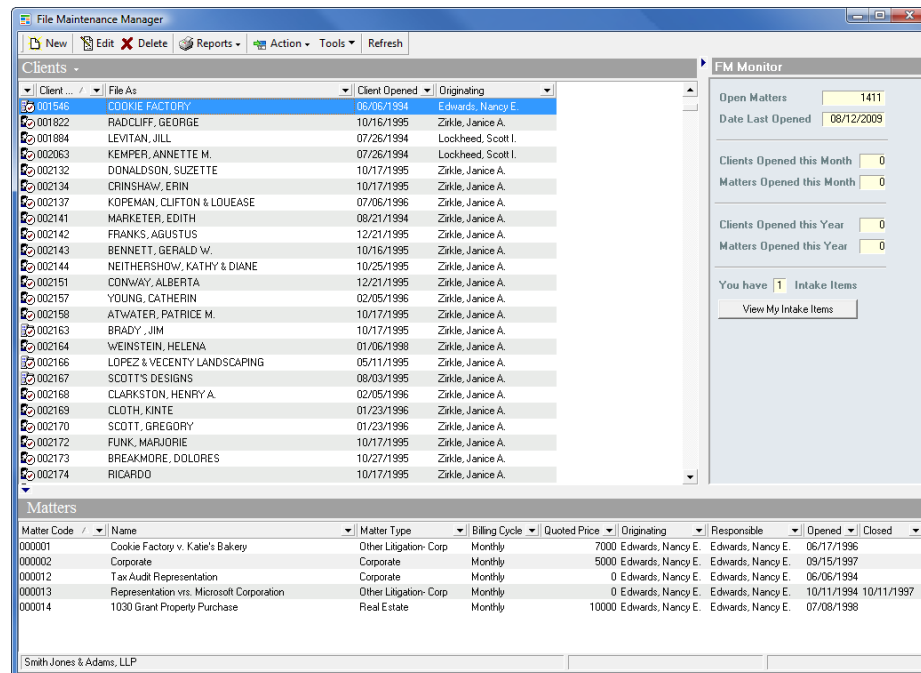
Button Bar

If you have completely unrestricted rights to all programs within Orion File Maintenance, you will see the following options on the button bar.

Button	Purpose
New	Enter information for a new client or matter.
Edit	Edit information for an existing client or matter.
Delete	Enter information for an existing client or matter.
Reports	Run reports.

Button	Purpose
Action	Open a matter intake form for a client.
Tools	Manage codes, timekeeper budgets, matters, users, date restrictions and system settings.
Refresh	Redisplay the active screen after making changes to it.

Setting Up Overhead Files

Prior to doing anything else in Orion, you must set up the minimum General Ledger accounts required by the interface and the General Ledger Default Table. Procedures for this are covered in the General Ledger Accounts chapter. General Ledger accounts are not set up through the Orion File Maintenance program, but will be covered in this guide as they are very important to the operation of the Billing and Accounts Receivable module.

Process

This is the process for setting up overhead files.

Stage	Description
1	Set up the General Ledger default accounts (see Chapter 2).
2	Set up bank account codes. Bank account codes are not set up through the Orion File Maintenance program, but will be covered in this guide as they are needed to set up the firm System File.
3	Set up the System File (see Chapter 3).
4	Set up the following codes (see Chapter 4). - Group codes - Department codes - Timekeeper IDs - Master task codes
5	Set up timekeeper IDs (see Chapter 4) and entry IDs (see Chapter 8).
6	If your firm has clients requiring task-based billing codes, then set up master task codes (see Chapter 4).
7	Set up clients (see Chapter 5) and matters (see Chapter 6).
8	If your firm has clients requiring task-based billing codes, then set up matter task codes (see Chapter 7).
9	Set up service codes and accounting codes (see Chapter 9). These codes are optional.

File Maintenance Manager View

The File Maintenance Manager View allows you to customize the way records display in the grid and generate ad hoc reports.

Displaying Records

To change the way records are displayed, do one or more of the following.

- To arrange columns, drag the headings in whatever order you want.
- To add or remove columns, right-click in the Clients or Matters section of the grid and choose **Select Grid Fields**. The Customization box appears showing a list of column headings. Drag a heading onto the grid or from the grid to the Customization box.
- To sort on columns, click their headings.
- To 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 client code 1234 and typed 6789 in the **Client Code** field, the system would highlight the first row containing client code 6789.
- To find options in addition to the ones in the button bar, right-click in the Clients or Matters section of the grid.
- To filter the records displayed, click the arrow beside the desired column heading and select a filter.

Customizing Reports

To specify the information included in reports, click **Reports** and select one of the following.

- **Summary** – print exactly what's in the grid.
- **Detail** – from the Reporting menu, select a template for a report based on the template rather than the grid.
- **Reporting System** – use your own selection criteria to design a custom report.

Navigation

This section describes how to navigate within Orion.

Movement within a Record

Movement from field to field is accomplished using typical Windows conventions such as the following:

Convention	Description
Tab	Move forward one field.
Shift+Tab	Move back one field.
Enter	Move forward one field (in a text or notes field, this key places a hard return in the field you are in and will not move you to the next field).
Ctrl+Enter	In a text or notes field, this key combination takes you to the next field in the record.

Selecting Multiple Records

Windows conventions are also used when selecting multiple items on which to perform a function:

- To tag/untag an individual transaction, click on the record.
- To tag/untag a range of transactions, click on the first record in the range then hold down the Shift key and click on the last record in the range.
- To tag/untag multiple transactions that are not in a range (consecutive order), click on the first transaction, then holding down the Ctrl key, click on any other transactions you want to tag.

Function Keys and Keyboard Activity

Throughout the Orion system, function keys have been assigned default functions. These functions have been modified where required to provide one-touch capabilities in certain windows and fields (as noted under separate topic headings). However, unless otherwise specified, these keys are programmed throughout the application to provide the functions listed below.

F8 - Look-Up Function

Use the F8 key to look up valid entries for an indexed field. For detailed information about this key, see "Look-Up Function" on page 1-10.

F9 - Clear Screen

Use the F9 key to abandon any input process, whether adding or editing a record. All fields displayed on the screen are cleared and the cursor is returned to the first field. This key is not active in screens associated with single record databases, such as the screens in the System Settings.

F10 - Save Record

Use the F10 key to save a record, as it appears on the screen, in the database.

The function keys listed above provide only one way in which to perform the functions they represent (for example, delete or save). All screens also provide a button you can click for the same function. In addition, some of the standard Windows commands (Alt+S to save and close or Alt+N to save) are available.

Ctrl+Del - Delete Record

The combination of the Ctrl (or Control) and Del (or Delete) keys are used to delete records.

Note: Use these keys carefully.

Enter

Use this key to accept data in the field that the cursor is currently in and proceed to the next field.

Tab

Use this key to accept data in the field that the cursor is currently in and proceed to the next field.

Shift+Tab

Use the combination of the Shift and Tab keys to accept data in the field the cursor is currently in and go back to the prior field.

Page Up

Use this key to locate the first record based on the index of the bracketed field and then advance one record at a time.

Page Down

Use this key to locate the last record based on the index of the bracketed field and then back up one record at a time.

Ctrl+Backspace

Use the combination of the Ctrl and Backspace keys to clear the field where the cursor is located.

Searches

Searches are a little more difficult than most computer functions to fully understand. All search functions are based on the concept of the indexed field. An indexed field is any field that is tied by a specific relationship to a separate database from the one in which it is contained.

When you make an entry in an indexed field, that input is usually one of a set of unique multi-character codes, each of which represents an entire record already stored in another database.

For example, when you enter a fee transaction, you must assign it to a client-matter. Since the **Client-Matter** field is indexed, you can access the Client-Matter file to look for the appropriate number. Orion provides a special function (F8 key or the **Look-up** button) to help you find the code you want.

Look-Up Function

The F8 key or **Look-up** button displays a list of valid entries for the field you are in. The **Look-up** button as referred to throughout the guide can appear in two different formats:

▼	The **Drop-down** button displays a list of valid entries for the field you are in and is sorted in ASCII order. The sort order cannot be changed.
...	The **Look-up** button displays a list of valid entries for the field you are in and is sorted in ASCII order. Clicking on one column heading or another while in the list changes the order in which the list is displayed.

While in the list, you can move closer to the record you are looking for by typing in the value you are looking for. For example: your list displays clients starting with Anderson, Inc. The client you are looking for is Smith and Associates. To move to this record in the list, start typing Smith. Orion will locate and highlight the first client name beginning with Smith.

Note: Where both the F8 key and the **Look-up** button are referenced in the guide, you can use either to access a list of valid entries. Where only the **Look-up** button is referenced, the F8 key is not available.

Security

Orion provides security features through the Orion File Maintenance Manager program. The following is a brief description of the Orion File Maintenance Manager program. The majority of the setup will be done by Orion personnel during your installation. Each user must be set up through this program and assigned to a pre-defined group that has security equivalences assigned to it.

To set up Orion security, click the Orion File Maintenance Manager icon. The following screen appears.
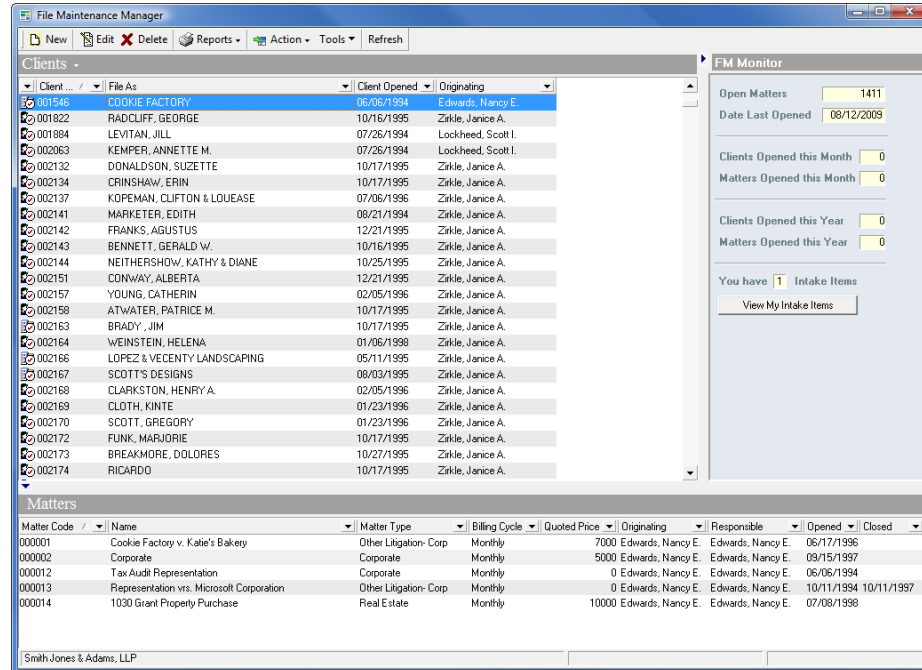
Setting Up Users
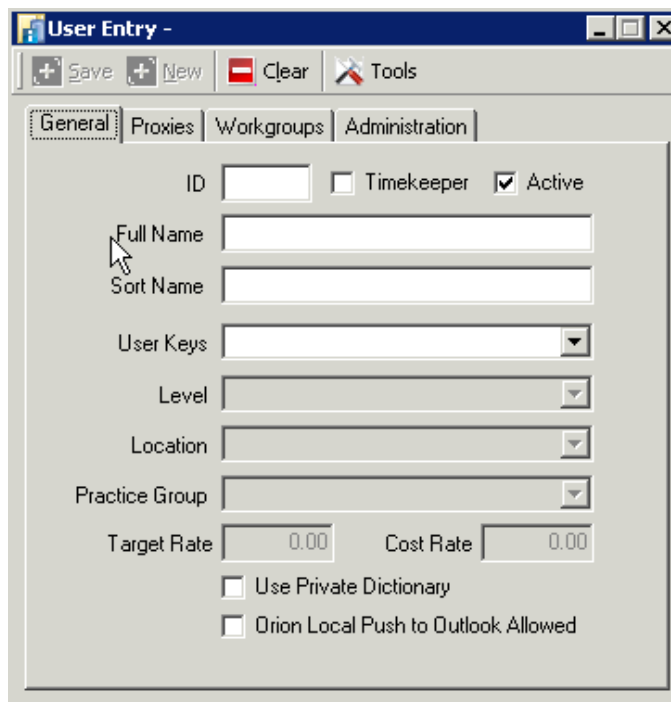
Before you can begin setting up users, you must first define at least one group and assign access (security) privileges. See the "User Setup" chapter in the *Administration Back Office Reference Guide* for details.

Use this procedure to set up users. You can also inactivate users as required.

Steps

To set up users:

1. Click Tools and select **Manage Users**. The Manage Users screen appears.

2. Click **New** or press the Insert key. The following screen appears.

3. Fill in the fields as required. See "Field Descriptions – User Entry Screen – General Tab" on page 1-13 for specific information.

4. Click **Save**.

5. Click on **Proxies** tab. If User is to have access view and enter time for another user, select the user(s) in the **Available** column and move to the **Selected** column by clicking on the ▶ button located between the two columns.

6. Click on the **Workgroups** tab. In the Available column select the Workgroup user is associated with and move to the **Selected** column by clicking on the ▶ button located between the two columns.

7. Click on the Administration Tab. The following screen appears.
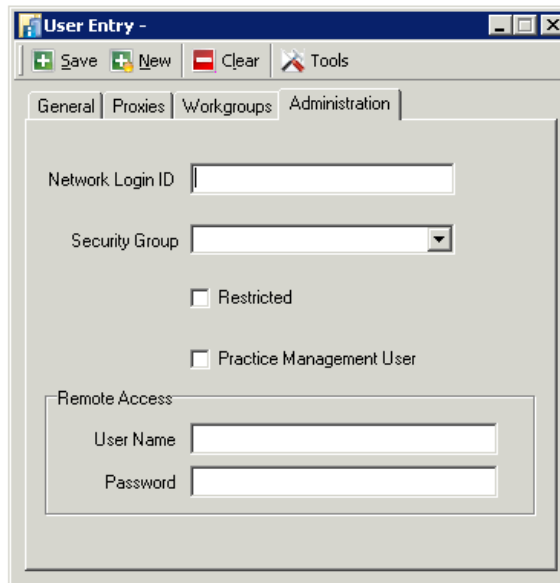
8. Fill in the fields as required. See "Field Descriptions – User Entry Screen – Administration Tab" on page 1-14 for specific information.

Field Descriptions – User Entry Screen – General Tab

The following table describes the fields.

Field	Description
ID	A 4-character alphanumeric field. Each timekeeper must have a unique ID code. Most firms use the person's initials. Other firms simply assign a number. Remember, all timekeepers (anyone who charges their time) should be entered.
Timekeeper	Indicates if the user is a timekeeper.
Active	If the timekeeper you are entering is active, click this field. Otherwise, leave it blank. An active timekeeper will count against your timekeeper license. An inactive timekeeper will not count against your license, but you cannot enter any time or expenses for the timekeeper.
Full Name	Name of the timekeeper. The name will appear on reports and invoices.
Sort Name	In the normal course of operation, reports run by timekeeper are sorted by timekeeper ID. This field allows you to establish a different sort order such as by last name or by firm hierarchy. If you want to sort reports by: • Last name, enter the timekeeper's last name in this field. • Firm hierarchy, you can create a hierarchal order and enter the appropriate code in this field.
User Keys	If user keys have been created, assign as appropriate.

Field	Description
Level	A level code (Attorney, Partner, Paralegal, etc.) must be entered in order to save the timekeeper record. The level codes and their respective categories are set up in the System Information program. To access a list of valid level codes, click the down arrow. Once you have chosen or entered the level code, the description displays to the right of the code.
Location	If you have set the system (through the System File) to use the location feature, you must enter a location code. You can use the click the down arrow to locate a valid code. If the system is not set up to use multiple locations, Orion will skip this field.
Practice Group	The group code representing the Practice Group to which this timekeeper belongs. If you do not know the correct code, click the down arrow to locate a valid code.
Target Rate	The target rate for this timekeeper. This is normally the effective billing rate at which you would like all the timekeeper's time billed at. You can leave this field blank if you wish and enter it later.
Cost Rate	The cost rate for this timekeeper. This is normally the billing rate at which the timekeeper's time needs to be billed in order to cover their related overhead costs (including salary). You can leave this field blank if you wish and enter it later.
Use Private Dictionary	If allowed a private spelling dictionary can be assigned to each user. Assign dictionary here.
Orion Local Push to Outlook Allowed	Indicates whether the Orion system is allowed to push information to Microsoft Outlook.

Field Descriptions – User Entry Screen – Administration Tab

The following table describes the fields.

Field	Description
Network Login ID	The ID that gives the user access to the Orion system.
Security Group	The code for the security group.
Restricted	Leave this box unchecked if the user has permission to edit and review time entries for all other users. If this box is checked, the user will be limited to editing and/or reviewing entries for their own time or for others that are specifically listed in their Proxy List.
Practice Management User	This option is applicable only if Practice Management has been installed. If this user will have access to the Practice Management features, this box should be checked.

Overview of User IDs in Orion

This topic provides an overview of user IDs in Orion, including the types of IDs and the correct usage of user IDs.

User ID Types

This table describes the three types of IDs used in the system.

ID Type	Description
User ID	Environment variable USER retrieved from the operating system.
Timekeeper ID	Used for individuals within the firm for whom time is tracked.
Entry ID	Used for individuals who enter time for timekeepers, but do not record their own time for billing purposes. Users can be identified as either a timekeeper or entry ID, typically, secretaries and billing facilitators.

Process Overview

When starting any Orion program, the program must know the user ID of the operator. Orion retrieves the user ID from an environment variable called User ID. When loading any Orion application, the program first searches the environment settings on the workstation to see if the environment variable User exists.

Once the Orion program has determined the user ID, the correct mode for entry and inquiry is set. If the user ID is defined as an entry ID, the program operates in the Proxy Mode. If the user ID is defined as a timekeeper, the program operates in the timekeeper Mode. If the value is not found as either, the user will not be allowed to enter Orion. Based on this logic, operators entering time should be established in Orion in one of three ways:

- Timekeepers (people who bill their time) who only enter, edit, and view their own time should be set up as a timekeeper only. They should not be set up as an entry ID. Operators set up this way will be in the timekeeper Mode when entering Orion.

- Time entry operators (secretaries, etc.) who enter time for other people, but do not enter billable time for themselves, should be set up as entry IDs only. Proxy rights should be assigned for each timekeeper for whom the entry ID will enter, edit, and view time. Operators set up this way will be in the Proxy Mode when entering Orion.

- Timekeepers who also enter, edit, and view time for other timekeepers must be set up as both a timekeeper ID and an entry ID. Proxy rights should be assigned in the normal manner. Operators set up this way will be in the Proxy Mode when entering Orion.

Modes Overview

Unless a user is set up in the Administration program to go into the system in an unrestricted mode, the program always begins operation in either the timekeeper Mode or the Proxy Mode.

Following is a clarification of the operation and rights characteristics of each mode.

Timekeeper Mode

All fields related to timekeeper ID will display the ID from the User variable and cannot be changed by the operator. This includes Fee Entry, Time Manager, Reporting, Listing, and Calendar. All filters are set to the timekeeper ID and cannot be changed. When you select Fee Entry or Time Manager, the program will assume the timekeeper ID and display time for that ID.

Proxy Mode

When in the Proxy Mode, the program assumes the operator is not a timekeeper, but has a Proxy List of at least one timekeeper for whom entries can be made. When you start the program, all fields related to timekeeper ID are blank in all windows until a default timekeeper ID has been set (see below). The operator can use the F8 key or the Look-Up Button to choose a timekeeper ID from the Proxy List on any entry window where timekeeper ID is an option. This includes Fee Entry, Time Manager, Reporting, and all filters. Once a timekeeper ID has been selected, the program uses this as the default timekeeper ID. Once a default timekeeper ID has been set, this ID is used to automatically populate all related windows throughout the program. When you select Time Manager, the program will not display time until a default timekeeper has been selected.

Note: If the user ID is set up as both a timekeeper ID and an entry ID, the program functions in Proxy Mode. The timekeeper ID is simply added to the valid Proxy List. The timekeeper ID becomes the default ID immediately upon entering into Orion.

Backing Up Your Data

Orion Law Management System highly recommends you back up your Orion data on a daily basis. If you do not have an established procedure, establish one before entering any data into Orion.

Requests for Support

This topic describes the process for obtaining support.

Questions to Ask

If you experience a problem, there are a few questions you should ask yourself before reaching for the telephone.

1. *Does the Reference Guide say anything about this?*

2. *Have you ever been able to do it this way before, or, have you been able to use this program without problems before now? If you come across an apparent malfunction when attempting a new function or procedure; were you following the instructions for the procedure contained in the guide? If not, doing so may solve your problem.*

3. *Is this a system problem or an accounting or procedural problem?*

4. *Have any changes been made to the hardware, the programs, or the operating system since Orion was installed? This application is dependent on the particular environment in which it operates and is installed different ways to accommodate different operating environments and system setups. If changes are made to your system by someone other than an Orion Law Management System installer, try removing them. Under most circumstances, if these changes were the problem, Orion should return to normal operation once the system is placed in its original configuration.*

5. *Does the apparent problem involve error messages, and if so, what are they?*

6. *What happens if you reboot your system and repeat the same function or procedure that caused the problem? If the problem does not repeat itself, chances are you will not see it again.*

Information to Collect

If you make it all the way through the checklist above and still need support, have the following information close at hand before calling for support:

- The name and model number or type of your computer and/or other component (printer, monitor, etc.) which seems to be most affected by the problem.

- The name and version of the network software you are currently using and the name and version of the operating system on the workstation experiencing the problem.

- An exact description of the procedures that led up to the problem. Try to duplicate the problem, keystroke by keystroke, to see exactly what was done and jot it down before you call.

Support Procedures

We have attempted to establish some procedures to better handle your support calls. The purpose of these procedures is to more quickly and efficiently answer your questions and/or take care of your problems.

1. When your call is first received, the individual answering the phone will obtain as much information from you as possible. If no one is available to take your call, you will be assigned an internal incident number and will be asked to fax any relevant materials or reports. To expedite your support call, you may wish to fax the information to us at 404-635-1162 prior to placing your call. Please be specific and provide us with as much information as possible to minimize the amount of time we must research problems. In addition, fax the materials to us as soon as possible. The faster we get the information, the faster we can deal with the problem. If we have requested information from you and do not receive it for several hours or days, there is a risk that we will become involved in another client's call and will not be able to get back with you as soon as you would like.

2. Calls will be returned as soon as possible in the order they are received. However, emergency situations, such as missing or corrupt data files or a server crash, will take precedence.

3. Once we have assigned an incident number, your support call is in the system and is being tracked by the computer. Continual calls regarding the status of the request may substantially slow down the process. Of course emergencies (data file missing or corrupted or a server crash) will be dealt with immediately.

4. If we return your call and you are not available, we will take your return call if we are not on another line or working on another incident. If, however, we are involved with another client when you call back, we will get back to you as soon as possible.

5. Make sure your modem is operational and accessible by us. If there are any changes in logins, passwords, etc., please keep us informed. If we need to dial in to complete the support call, we will make two attempts to get into your system and complete the work. If we cannot get in or have problems staying in, we will rely on you to engage your hardware vendor to troubleshoot the modem problem. Once the modem is accessible by us, we will dial in again at the first available opportunity.

Support Procedures

Chapter 2

General Ledger Accounts

Contents

Chapter Overview

The Chart of Accounts forms the underlying framework for any accounting system, whether automated or manual, and is a very integral part of Orion system operations.

General

Although the entire Chart of Accounts does not need to be set up for system operation, there are several accounts that must be entered prior to attempting any other accounting data or system configuration input.

Once you have defined the required General Ledger accounts, you must then set up the General Ledger Default Table.

Note: It is imperative that the General Ledger Default Table be completed prior to entering any type of payment/credit/write-off transaction or printing any invoices.

The General Ledger Default Table controls the interface between the Billing and Accounts Receivable module, the Accounts Payable module, and the General Ledger module.

Next Steps

Once you have set up the General Ledger defaults, there are several smaller overhead files you must set up prior to completing the System File. These include:

- Invoice Styles (Invoice Styles chapter)
- Cover Sheet Styles (Cover Sheet Styles chapter)
- Reminder Statement Styles (Reminder Statement Styles chapter)

Setting Up the Chart of Accounts

There are several structural and organizational elements to decide on and rules to follow prior to creating the Chart of Accounts. Refer to the Chart of Accounts chapter in the *General Ledger Back Office Reference Guide* for a discussion on these issues as well as various other functions available in the Chart of Accounts Entry program.

This chapter will deal only with the basics you need to know in order to set up the accounts required for correct operation of the Orion interface.

List of General Ledger Accounts

Following is a list of the General Ledger accounts that must be established prior to setting up the General Ledger Default Table and the Orion System File.

- Cash in Bank
- Accounts Receivable Fees
- Fees Uncollected (Offsets Accounts Receivable Fees)
- Accounts Receivable Expenses
- Expenses Uncollected (Offsets Accounts Receivable Expenses)
- A/R Client Advances
- Client Advances Unbilled
- Client Advances Written Off
- Sales Tax Receivable
- Sales Tax Offset Account
- Client Trust Cash Account
- Trust Liability Account (Offsets Client Trust Cash Account)
- Unapplied Retainers
- Fee Income
- Expense Income
- Interest Income
- Sales Tax Payable
- Accounts Payable (If running on an accrual basis)

Steps

To set up the General Ledger accounts:

1. Access the Orion General Ledger program. From the button bar, click **Tools** and select **Chart of Accounts**. The following screen appears.

2. Fill in fields as required. For details, see "Field Descriptions – Account Entry Screen" on page 2-4.

3. When finished, click **Save** or press the F10 key to save the record.

Field Descriptions – Account Entry Screen

The following table describes the fields on this screen.

Field	Description
Account	The account number for this account. The account number is required and must be a unique number if you are not using department and/or location codes.
Inactive	Selecting this field prevents you from using an account for new entries, but the existing information is still there.
Description	A description for the account. Text in this field is displayed and saved as typed and not converted to uppercase. This account description will print on all reports.
Type	This is a required field and Orion will not let you go any further if you do not complete it correctly. Keeping in mind debit and credit rules, select Debit if this is a debit account or Credit if it is a credit account.
Budget	The year and periods used when printing financial statements.
Enter Annual Amount	Populates all period fields with the same amount.
Usage Notes	A text entry area for special instructions concerning the account.

Setting Up General Ledger Default Accounts

It is extremely important that you complete the General Ledger Default Table prior to proceeding with any daily processing or setting up the Billing System. The purpose of the General Ledger Default Table is to tell Orion what General Ledger accounts to create transactions for when certain procedures are performed in the program.

For example, if you create a General Ledger account number "4000 - Fee Income" and enter this as the Default Fee Income account in the General Ledger Default Table, Orion knows that when you post a payment that has paid off fees, it should create a General Ledger transaction that credits account 4000.

Steps

To set up your General Ledger default accounts for purposes of controlling the interface:

1. Access the Billing Manager program.

2. From the button bar, click **Tools**, **System Settings**, and then select the first **Cash Interface tab**. The following screen appears.

3. Enter the account and department number in each field for the General Ledger account you want to reference. Repeat for the second Cash Interface tab. If you do not know the correct account number, you can use the F8 key or click the **Look-up** button. If you set up the System File to use the Location feature (see the System Information chapter in this guide), you can specify whether or not to use this feature for transactions affecting the general cash account.

Chapter 3
System Information

Contents

Chapter Overview

The System Master File serves as the overall umbrella under which all Orion modules operate and is used to enter the firm's system parameters. It allows you to set up information on time units, format of client and matter numbers, staff levels, and system default settings. The information in this program should be entered prior to setting up clients or matters or timekeepers. Do not begin the conversion process or begin entering other data (other than the Chart of Accounts and bank codes) until all the firm's parameters are established in this program.

Most of the parameters in the System File are set by Orion personnel at the time of your installation. Depending on the modules you have installed, some of the fields may not need to be completed. Since some of the information required by this program affects the entire billing system, the information requested should be discussed in detail with the Managing Attorney.

Caution

Do Not Change Any Settings in this Program without first consulting personnel at Orion Law Management System, Inc.

Setting Up Firm Information

You use the System Settings screen to set up information about your firm. The values entered in the General tab appear when a new client and/or matter is being set up. You can change any of these values as the information for the client and/or matter is being entered.

Steps

To set up firm information:

1. From the button bar, click **Tools** and select **System Settings**. The following screen appears.
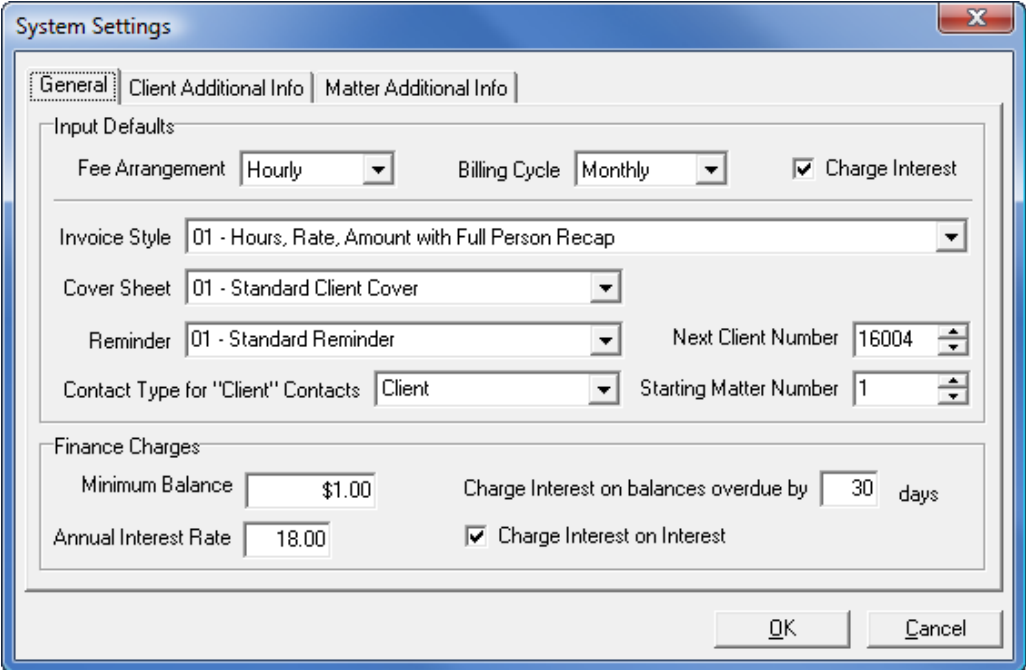
2. Fill in fields as needed. For details, see "Field Descriptions – System Settings Screen" on page 3-3.

3. Click **OK**.

Field Descriptions – System Settings Screen

The following table describes the fields.

Field	Description
Input Defaults	
Fee Arrangement	The default fee arrangement to be used for most client-matters. Click the **Look-up** button to choose Hourly, Contingency, Flat Fee, or Non-Billable.

Field	Description
Billing Cycle	The default billing cycle to be used for most client-matters. Click the **Look-up** button to choose Monthly, Bi-Monthly, Quarterly, Semi-Annually, Annual, Contingency, or 0 through 9.
Charge Interest	If you plan to charge interest on overdue accounts receivable balances for most client-matters, Select **Yes**. Otherwise, select **No**.
Invoice Style	The default Invoice style to be used for most clients. Click the **Look-up** button for a list of valid invoice styles.
Cover Sheet	The default cover sheet style to be used for most clients. Click the **Look-up** button for a list of valid cover sheet styles.
Reminder	Select the default reminder style to be used for most clients. Click the **Look-up** button for a list of valid reminder styles.
Next Client Number	The first number to use for automatically assigning client numbers.
Contact Type for "Client" Contacts	You can specify people performing a particular function to be listed as contacts.
Starting Matter Number	The first number to use for automatically assigning matter numbers.
Finance Charges	
Minimum Balance	The minimum balance that must be present in order for the system to generate an interest charge. If you do not charge interest at all, you can leave this field blank.
Charge Interest on balances overdue by _ days	The number of days old the accounts receivable balance must be before the system generates an interest charge. If you do not charge interest at all, you can leave this field blank.
Annual Interest Rate	For those matters on which you choose to charge interest on overdue accounts receivable balances, the interest charged is based on the information provided in this field. This information must be completed even if only one matter will accrue interest. If you do not charge interest at all, you can leave this field blank.
Charge Interest on Interest	If your state allows you to charge interest on unpaid interest, select this field. Otherwise, leave it blank.

Defining Client Information

You use the Client Additional Info tab to define additional fields of information for clients. The fields are user-defined and you can add up to four date fields, four 25-character text fields, and four 50-character text fields. The text fields can be set up as list box (look-up) fields where you define the options available in the box.

Steps

To set up your Additional Client Information screens:

1. Click **Client Additional Info**. The following screen appears.

2. Click the box beside the field name for the fields you want to add. If there is a field that you want to skip, leave it unchecked.

3. Enter a name for the new field in the **Caption** field.

4. To define a field as a list box, select list box in the **Type** field. If you set the field as a list box, you must define the variables available in the box.

5. To enter a variable, enter the information in the **Items** field.

6. To delete a variable, highlight the correct variable and press the Ctrl + Delete keys.

7. When finished, click **OK**.

Defining Matter Information

You use the Matter Additional Info tab to define additional fields of information for matters. The fields are user-defined and you can add up to four date fields, four 25-character text fields, and four 50-character text fields. The text fields can be set up as list box (look-up) fields where you define the options available in the box.

Steps

To set up your Additional Matter Information screens:

1. Click **Matter Additional Info**. The following screen appears.

2. Click the box beside the field name for the fields you want to add. If there is a field that you want to skip, leave it unchecked.

3. Enter a name for the new field in the **Caption** field.

4. To define a field as a list box, select list box in the **Type** field. If you set the field as a list box, you must define the variables available in the box.

5. To enter a variable, enter the information in the **Items** field.

6. To delete a variable, highlight the correct variable and press the Ctrl + Delete keys.

7. When finished, click **OK**.

Orion Law Management Systems, Inc.
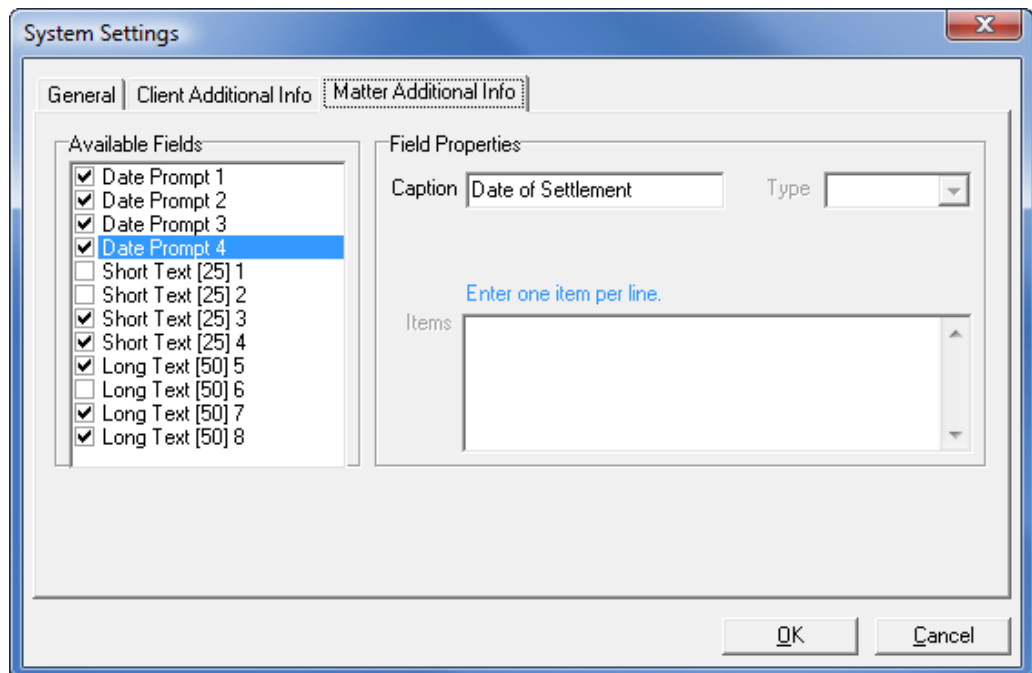
Setting Up Accounting Information

You set up Accounts Payable, General Ledger, and Payroll module information by completing the fields in System Settings in the various modules.

Steps – Accounts Payable

To set up Accounts Payable information:

1. From the button bar in the **A/P Manager**, click **Tools** then **System Settings** to display the following screen:

2. Fill in fields as needed. For details, see "Field Descriptions – Accounts Payable System Settings" on page 3-7.

Field Descriptions – Accounts Payable System Settings

The following table describes the fields.

Field	Description
Next Voucher Number	Can contain up to nine (9) digits but cannot contain any punctuation (for example, 500.123 would not be accepted by the system). If not already set up by Orion Law Management System personnel, enter the voucher number you want the system to start with. Make sure the number you enter is greater than the last voucher number on file.
Default Bank Code	The bank code for the default operating account in the General Ledger to be affected by checks written. Remember, you must have already set up the bank code in the Bank Code Entry program and the account in your General Ledger Chart of Accounts. You can use the F8 key or click the **Look-up** button to locate the valid code.

Field	Description
Default Check Format	The default check format to be used by the majority of the vendors you set up in the Accounts Payable module. You can use the F8 key or click the **Look-up** button to locate a valid check format.
Accounts Payable	If you run on an accrual basis, enter the General Ledger account number for your Accounts Payable account in this field. This is the account that is credited when the voucher is posted. You must have already set up this account in your General Ledger Chart of Accounts. If you run on a cash basis, you do not need to complete this field. You can use the F8 key or click the **Look-up** button to locate the valid account number.
Discount Account	The General Ledger account number for discounts in this field. This is the account that is debited when an early payment discount is taken. You must have already set up this account in your General Ledger Chart of Accounts. You can use the F8 key or click the **Look-up** button to locate the valid account number.

Steps – Payroll

To set up Payroll information:

1. From the button bar in the **Payroll Manager**, click **Tools** then **System Settings**.

2. Fill in fields as needed. For details, see "Field Descriptions – Payroll System Settings" on page 3-8.

Field Descriptions – Payroll System Settings

The following table describes the fields.

Field	Description
Payroll Cash Account	The General Ledger account number for your payroll account. You must have already set up this account in your General Ledger Chart of Accounts. You can use the F8 Look-Up function or click the **Look-up** button to locate the valid account number. If you are not running the Payroll module, you do not need to complete this field.
Payroll Bank Code	The bank code for your payroll account. Remember, you must have already set up the account in the Bank Code Entry program and in your General Ledger Chart of Accounts. You can use the F8 key or click the **Look-up** button to locate the valid code. If you are not using the Payroll module, you do not need to complete this field.

Steps – General Ledger

To set up General Ledger information:

1. From the button bar in the **G/L Manager**, click **Tools** then **System Settings** to display the following screen:

2. Fill in fields as needed. For details, see "Field Descriptions – General Ledger System Settings" on page 3-9.

Field Descriptions – General Ledger System Settings

The following table describes the fields.

Field	Description
Current Period	The current period you are in or will be beginning with. Do not change this number once established. This number is automatically incremented by Orion every time you close a period.
Next Transaction Number	The number to assign to the next (first) transaction. This is normally set up by Orion Law Management System personnel. Do not enter a number lower than the one displayed by Orion. Also, do not change this number once you have begun using the General Ledger module.

Field	Description
Retained Earnings Account	The General Ledger account number that income and expense accounts close to during a year-end closing. You can use the F8 key or click the **Look-up** button to locate the account. You must have already set up the account in the General Ledger Chart of Accounts prior to completing this field.
	Note: The account number entered here may not fall within the range specified in the **Start Closing With Account** and **End Closing With Account** fields.
Start Closing With Account	The General Ledger account number that represents the beginning of the range of income and expense accounts to close to the Retained Earnings account.
End Closing With Account	The General Ledger account number that represents the end of the range of income and expense accounts to close to the Retained Earnings account.
Cash or Accrual	Indicates whether you run on a cash basis, an accrual basis, or both. This flag controls when General Ledger transactions are created in the Accounts Payable module.
	Note: Once you have started using the system, **Do Not** change this flag without consulting Orion Law Management System personnel.

Chapter 4

Codes Setup

Contents

Chapter Overview

After you set up the System File, you must set up the following codes:

- Practice Group codes
- Department codes
- Location codes
- Sales Tax codes
- Timekeeper IDs
- Task sets, if you installed the Task Billing module

Next Steps

After you set up the task sets, you are ready to set up clients. For instructions, see the Client Information chapter.

Practice Group Codes

If you would like to run certain reports by Practice Group, you must set up Practice Group codes. The Practice Group code is assigned to the timekeeper whereas the Department Code is assigned to the matter. For example, the Department Code would be Corporate and the Practice Group within it would be Small Business.

Practice Group codes are entered through the **Manage Codes** option found using the **Tools** button. There are several other types of codes entered using this button, but this section will deal with Practice Group codes only.

Adding a Practice Group Code
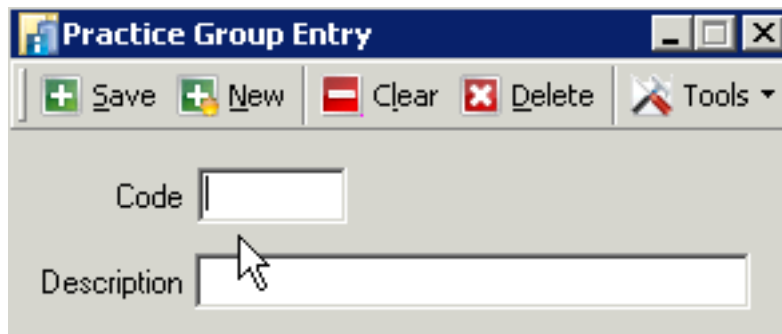
Use this procedure to add practice group codes.

Steps

To add a Practice Group code:

1. From the button bar, click **Tools** and select **Manage Codes**.
2. In the **Show Codes for** field, select **Practice Groups**.
3. From the button bar, click **New**. The following screen appears.

4. Fill in the fields as required. For details, see "Field Descriptions – Practice Group Entry Screen" on page 4-4.
5. Click **Save** or press the F10 key.

Field Descriptions – Practice Group Entry Screen

The following table describes the fields.

Field	Description
Code	A five-digit alphanumeric field. You must have at least one group code on file.
Description	Description (name of practice group) for the code. This name will appear on all screens and reports related to the Practice Group.

Editing a Practice Group Code

Use this procedure to edit an existing group code.

Steps

To edit an existing Practice Group code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Practice Groups**.

3. Select the code you want to edit.

4. From the button bar, click **Edit**.

5. Make any necessary changes to the description. You cannot edit the code. For details, see "Field Descriptions – Practice Group Entry Screen" on page 4-4.

6. To save your changes, click **Save** or press the F10 key. Orion will then go through all related files and make the necessary changes. Be aware that this may take some time.

Deleting a Practice Group Code

You cannot delete a Practice Group code that is in use by one or more timekeepers. If you attempt to do so, Orion will display an error message.

Steps

To delete a Practice Group code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Practice Groups**.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Department Codes

If you would like to run certain reports by department, you must set up department codes. The department code is assigned to the matter, whereas the group code is assigned to the timekeeper. For example, the department would be Corporate and a group within it would be Small Business.

Department codes are entered through the **Manage Codes** option found using the **Tools** button. There are several other types of codes entered using this button, but this section will deal with department codes only.

Adding a Department Code
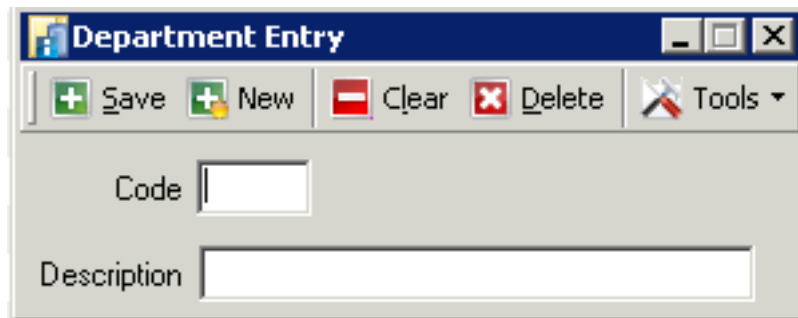
Use this procedure to add department codes.

Steps

To add a department code:

1. From the button bar, click **Tools** and select **Manage Codes**.
2. In the **Show Codes for** field, select **Departments**.
3. From the button bar, click **New**. The following screen appears.

4. Fill in the fields as required. For details, see "Field Descriptions – Department Entry Screen" on page 4-8.
5. Click **Save** or press the F10 key.

Field Descriptions – Department Entry Screen

The following table describes the fields.

Field	Description
Code	A three-digit alphanumeric field. You must have at least one department code on file.
Description	Description (name of department) for the code. This name will appear on all screens and reports related to the department.

Editing a Department Code

Use this procedure to edit an existing department code.

Steps

To edit an existing department code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Departments**.

3. Select the code you want to edit.

4. From the button bar, click **Edit**.

5. Make any necessary changes to the description. You cannot edit the code. For details, see "Field Descriptions – Department Entry Screen" on page 4-8.

6. To save your changes, click **Save** or press the F10 key. Orion will then go through all related files and make the necessary changes. Be aware that this may take some time.

Deleting a Department Code

You cannot delete a department code that is in use by one or more matters. If you attempt to do so, Orion will display an error message.

Steps

To delete a department code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Departments**.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Location Codes

If you have chosen to use locations in the system file, you must set up location codes. You must have a minimum number of location codes prior to entering clients, matters, or attorneys. Each location code represents a specific location (office, site, etc.) and relates to a location account in the General Ledger.

Location codes are defined only when enabled by Orion administration. Enabling these codes affects other areas of the application and should only be done after discussion with Orion support personnel.

Sales Tax Codes

If you have chosen to charge sales tax on fees and expenses in the system file, you must set up sales tax codes. You must have at least one sales tax code in this file prior to entering any matters. Each sales tax code represents a specific sales tax percentage to be used.

Sales tax codes are defined only when enabled by Orion administration. Enabling these codes affects other areas of the application and should only be done after discussion with Orion support personnel.

Timekeeper IDs

The Timekeeper Input and Edit program is found using the **Tools** button and is used for entering and editing timekeepers and creating billing rate codes and billing rates. Depending on the number of timekeepers allowed on your system, you may not be able to add timekeepers without an upgrade from Orion Law Management System.

You can also enter entry IDs from within the **Tools** button. However, this procedure will be covered in the Entry ID Information chapter.
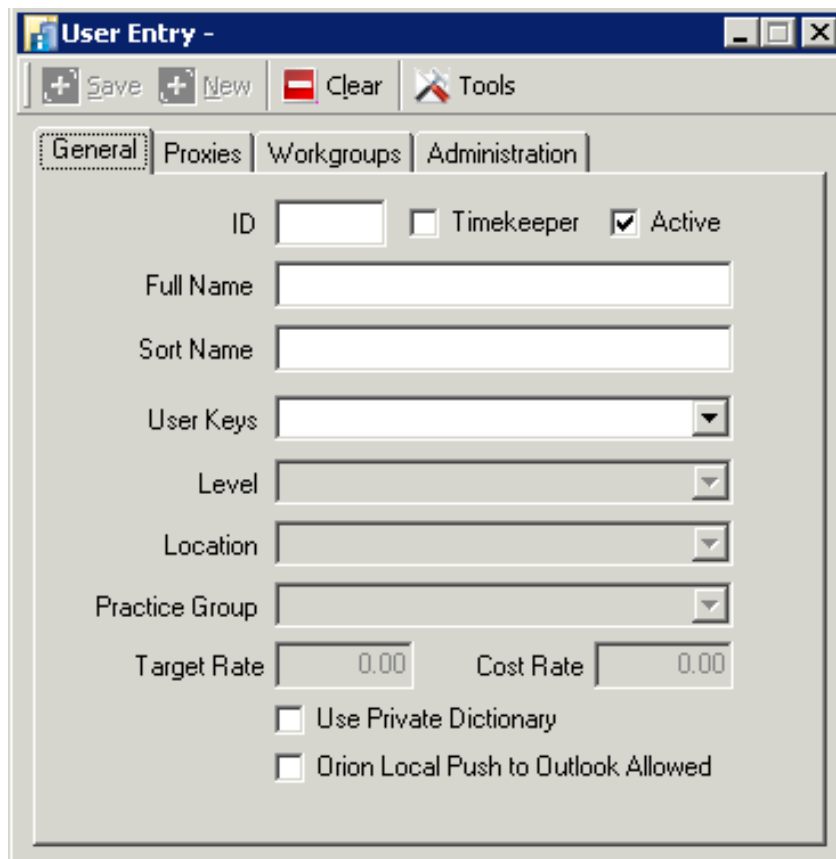
Adding a Timekeeper

Use this procedure to add a timekeeper. If for some reason the system does not allow you to add a new timekeeper, see "Viewing Timekeeper Status" on page 4-18.

There is a default ID of FIRM in the system that is intended for use when entering balance forward amounts or other work that is not to be charged against an actual timekeeper (for example, expenses). You should not delete the Firm ID although you can change the name associated with it. The Firm ID does not count against your timekeeper license.

Steps

To add a timekeeper:

1. From the button bar, click **Tools** and select **Manage Users**.

2. Click **New**. The following screen appears.

3. Fill in the fields as required. Click the **Timekeeper** field. For details, see "Field Descriptions – User Entry Screen" on page 4-15.

4. Click **Save** or press the F10 key. To clear the screen at any time without saving the information, press the F9 key or click **Clear**.

Field Descriptions – User Entry Screen

The following table describes the fields.

Field	Description
ID	A 4-character alphanumeric field. Each timekeeper must have a unique ID code. Most firms use the person's initials. Other firms simply assign a number. Remember, all timekeepers (anyone who charges their time) should be entered.
Timekeeper	Indicates the user is a timekeeper.
Active	If the timekeeper you are entering is active, click this field. Otherwise, leave it blank. An active timekeeper will count against your timekeeper license. An inactive timekeeper will not count against your license, but you cannot enter any time or expenses for the timekeeper.
Full Name	Name of the timekeeper. The name will appear on reports and invoices.
Sort Name	In the normal course of operation, reports run by timekeeper are sorted by timekeeper ID. This field allows you to establish a different sort order such as by last name or by firm hierarchy. If you want to sort reports by: • Last name, enter the timekeeper's last name in this field. • Firm hierarchy, you can create a hierarchal order and enter the appropriate code in this field.
User Keys	If firm has created additional User Key sets in the Orion Administration program, this is where you assign the keys to users.
Level	A level code (Attorney, Partner, Paralegal, etc.) must be entered in order to save the timekeeper record. The level codes and their respective categories are set up in the System Information program. To access a list of valid level codes, click the down arrow. Once you have chosen or entered the level code, the description displays to the right of the code.
Location	If the system uses the location feature, you must enter a location code. To locate a valid code, click the down arrow. If the system is not set up to use multiple locations, Orion will skip this field.
Practice Group	The group code representing the Practice Group to which this timekeeper belongs. If you do not know the correct code, click the down arrow to locate a valid code.
Target Rate	The target rate for this timekeeper. This is normally the effective billing rate at which you would like all the timekeeper's time billed at. You can leave this field blank if you wish and enter it later.
Cost Rate	The cost rate for this timekeeper. This is normally the billing rate at which the timekeeper's time needs to be billed in order to cover their related overhead costs (including salary). You can leave this field blank if you wish and enter it later.
Use Private Dictionary	If allowed, a private spelling dictionary can be assigned to each user. Assign dictionary here.

Editing a Timekeeper

Use this procedure to edit an existing timekeeper or to make a timekeeper inactive. When you save the record, Orion deletes all billing rate codes for the timekeeper. However, work in process and accounts receivable are not affected.

Steps

To edit an existing timekeeper ID:

1. From the button bar, click **Tools** and select **Manage Users**.

2. Select the timekeeper you want to edit

3. From the button bar, click **Edit**.

4. To change the user ID, click **Tools** and select **Change ID**.

5. In the **New User ID** field, enter the new ID and click **Change ID**.

6. To inactivate a timekeeper, click **Tools** and select **Inactivate User**. The system prompts you to confirm the change.

7. Click **OK** to make the change or **Cancel** to cancel it.

8. Make any other necessary changes. For details, see "Field Descriptions – User Entry Screen" on page 4-15.

9. Click **Save** or press the F10 key.

10. Confirm the change. Orion goes through all related files and makes the necessary changes. Be aware that this may take some time.

Deleting a Timekeeper

Orion will not allow you to delete a timekeeper that is referenced in one or more data files. In this case, you can change the status from Active to Inactive.

Viewing Timekeeper Status

Use this procedure when the system will not allow you to add a new timekeeper.

Steps

To view timekeeper status:

1. Access the **Orion Administration Program**. Under **System Setup**, click **System Information** then **Systems Settings** to see the following:

   - how many timekeepers are in use (active timekeepers)

   - how many inactive timekeepers are on file (these do not count against your license)

   - how many timekeepers you are licensed for

   If the number of timekeepers in use is equal to the number of timekeepers you are licensed for, you must either inactivate a timekeeper or purchase additional timekeeper licenses from Orion.

Task Sets

Prior to using the Orion Task Billing and Accounting System, it is a good idea to set up task sets and relate them to matters that require specific sets of codes. The Task Sets file allows your firm to avoid numerous client specific coding systems and allows you to create a set of standard codes that can be copied to multiple matters.

Task sets are entered through the **Manage Codes** option found using the **Tools** button. Matter task codes are also entered using this button, but this section will deal with task sets only.
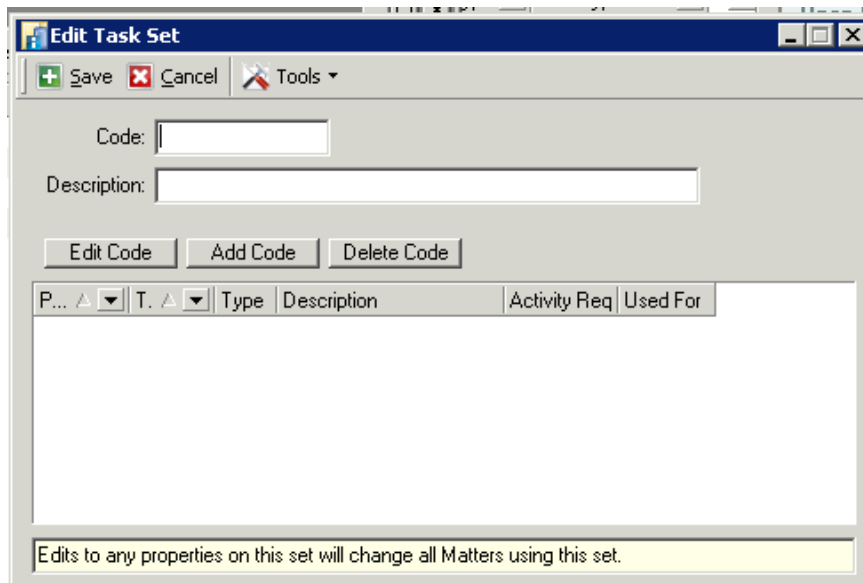
Setting Up and Adding Task Sets

Use this procedure to add task sets.

Steps

To set up task sets:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Task Sets**.

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

4. Enter the code and a description of it.

5. To add a phase/task code, click **Add Code**. The following screen appears.

6. Fill in the fields as required. For details, see "Field Descriptions – Edit Task Code Screen" on page 4-21.

7. Click **Save** or press the F10 key to save your changes.

Orion Law Management Systems, Inc.

Field Descriptions – Edit Task Code Screen

The following table describes the fields.

Field	Description
Phase	A unique code for the phase you are setting up. The code can be numeric or alphanumeric.
	The phase is the highest level code in the coding hierarchy. For litigation, examples are pre-trial pleadings and motions or discovery. A phase should represent a collection of tasks and activities that occur largely in sequence during the course of a case or a matter. Typically, timekeepers enter their time at the task level, but they can also enter it at the phase level.
	Note: You do not have set up any codes at the phase level, but can define all codes as tasks instead. If you are not using the phase level but only the task level, enter the task code in this field.
Task	If you are using the phase level and have defined the code you are entering as a task, enter a code for the task level in this field. Codes can be either numeric or alphanumeric. The task code represents more detail using the phase level in the coding hierarchy. All tasks can be rolled up (consolidated) into a phase. They are intended to capture tangible work product produced or business results received.
Type	Type of tasks. Values are: • Phase (for example, discovery) • Task (for example, document production)
Used For	The tasks a code is used for. Options are: • Fees • Expenses • Both
Activity Code Required	Indicates whether the Task Code requires an Activity Code. When Time is entered and a user enters this Task Code, the cursor moves to the Activity Code field. If an Activity Code is not entered, the user will be warned and the entry will be flagged as Incomplete. Activity Codes are entered just like Service Codes.
Description	Description for the phase and/or task code you are creating.

Editing a Task Set

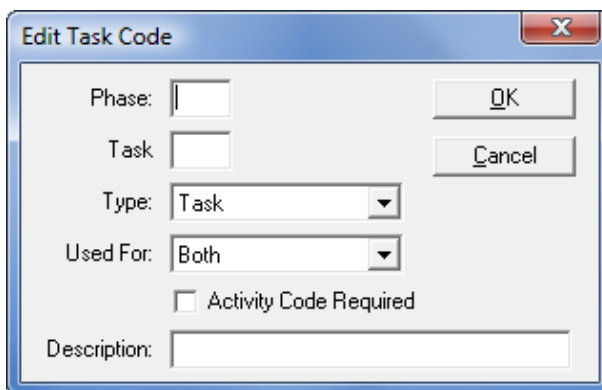Use this procedure to edit an existing task set.

Steps

To edit a task set:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Task Sets**. The File Maintenance Codes screen appears.

3. Select the code you want to edit.

4. From the button bar, click **Edit**.

5. Make any necessary changes. For details, see "Field Descriptions – Edit Task Code Screen" on page 4-21.

6. Click **OK**.

7. To save your changes, click **Save** or press the F10 key. If you have changed the actual code, you will be asked to confirm the change. Orion will then go through all related files and make the necessary changes. Be aware that this may take some time.

Deleting a Task Set

Use this procedure to delete a task set. Deleting a task set does not affect existing matter task codes.

Steps

To delete a task set:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Task Sets**. The File Maintenance Codes screen appears.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Deleting a Task Set

Orion Law Management Systems, Inc.

Chapter 5
Client Information

Contents

Chapter Overview

The Client Input and Edit program is used for entering new clients and editing existing clients. The format of the client code is defined in the System File program (System Information chapter). The firm can choose whether to use an alphanumeric structure or a numeric structure for the code.

If a numeric coding structure is used, the system can right-justify the number code and/or pad the empty spaces to the left of the number with zeros. These options should be considered and established before proceeding. Once you have begun using a certain scheme, you should not change it without consulting with Orion Law Management System Support personnel.

Note: Before adding clients, read the File Maintenance Manager View section of Chapter 1 for information on how to display client records.

Next Steps

After you set up clients, you are ready to set up matters. For instructions, see the Matter Information chapter.

Adding a Client

Use this procedure to add clients.

Steps

To add a new client:

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

2. Fill in the fields as required. For details, see "Field Descriptions – Client Intake Screen" on page 5-4.

3. Click **OK**.

Field Descriptions – Client Intake Screen

The following table describes the fields.

Field	Description
Initial Client Information	
Client Name	The full name of the client. The characters are saved as entered (uppercase or lowercase) so you should enter the name in the format you would like it to appear on an invoice to the client.
	The system will automatically enter the client Name as a "client" relationship in the Conflict of Interest program. This is done when the record is saved.
Sorting Name	This is the sort name used by the system for purposes of reports, conflicts, and lists displayed when using the search (F8 key or **Look-up** button) feature. The field is automatically populated with the name you entered, but you can change it. All characters in this field are saved in uppercase.
Address	The client's address in this field and in the **City, State, Zip,** and **Country** fields. This address does not have to be the billing address, as you can set that up separately for each matter entered in the Matter Input and Edit program. Notice that the **City** and **State** fields are automatically populated by the default city and state set up in the System Information file. You can, however, override this by typing in a different city and state. All characters are saved as typed in this field.
Attention	If applicable, the name of the person or department to whom statements will be addressed. All characters are saved as typed in this field.
Phone Number and Fax Number	The phone and fax numbers of the client.
Originating Attorney	The ID code of the originating attorney for this client, a required field. If you do not know the correct ID, you can click the down arrow to locate the code. The originating attorney entered here is used as the default Originating, Responsible, Managing, and Project Attorney when setting up a new matter.
Invoice Style	The invoice style code for this client. This is the default invoice style code for any matters set up for this client. If you do not know the correct code, use the F8 key or click the down arrow to get a list of valid codes.
Intake Notes	An area in which to enter notes about the matter intake process.
Referral Source	The referral date. You can display a pop-up calendar.
Completed	Indicates completion of this part of the intake form.
Accounting	
Conflict Check Complete	Indicates this client has been checked for conflicts of interest.
Rate Code	The default billing rate code to be used for this client. The billing rate code entered here will be used as the default billing rate code when setting up new matters.

Field	Description
Reminder Style	The style of reminder statement (for open invoices) for the matters of the client. If you don't want reminder statements printed for this client, select **None**; otherwise, select the reminder statement style code.
Client Cover Sheet	The summary cover sheet style to be used for this client and a required field. A cover sheet is appropriate where a client has more than one matter. If you don't want a cover sheet printed for this client, select **None**; otherwise, select the cover sheet style code.
Charge Interest	Whether or not to charge interest for overdue balances for this client. A check mark in the box indicates interest will be charged. This is a default setting based on your System File setup and can be overridden on either the client level or the matter level.
Completed	Indicates completion of this part of the intake form.

Editing a Client Record

Use this procedure to edit an existing client record.

Guidelines

If you change the…	Then…
Client code	The old client code in all other files will be changed to the new client code provided you save the record and confirm the change.
Default Rate code or the Invoice Style code	Orion will ask if you want the system to: • Don't adjust matters (only apply change to new matters) • Adjust client's matters with an existing rate or style code (code is displayed) • Adjust all client's matters
Last Name	Once you change the field and click **Save** or press the F10 key to save the record, Orion gives you two options regarding the conflicts record (where relationship is equal to client) associated with the client record. You can either: • Change existing conflict records to the new name (old name will be removed) • Create new conflict records with the new name (records with old name will remain)

Steps

To edit a client record:

1. From the button bar, select a client and click **Edit** or double-click.

2. Make changes as required.

3. To save your changes, click **Save** or press the F10 key.

Deleting a Client Record

Orion recommends that you not delete client records. However, the system will allow you to delete a client record as long as there is not a matter record for the client number. In turn, you cannot delete the matter record unless the matter has no Work in Process or Accounts Receivable.

Steps

To delete a client record:

1. Select a client.

2. From the button bar, click **Delete**. The system prompts you to confirm the deletion.

3. Click **Yes** if you want to delete the record or **No** if you want to keep it.

Viewing Client Information

Use this procedure to access the Additional Client Information screen, which you use to view client information. The fields that appear on this screen are defined in the System Information File.

Steps

To view client information:

1. From the button bar, select a client and click **Edit** or double-click.

2. Click the **Billing** tab.

3. Click **Additional Client Information** The following screen appears.

4. Make any necessary entries or edits.

5. To save your changes, click **OK**.

Viewing Client Conflicts of Interest

Use this procedure to view conflicts of interest associated with a client record.

For details on adding a new conflict record or searching for other records, see the "Conflict of Interest" chapter in the *Desktop Back Office Reference Guide*.

Steps

To view client conflicts of interest:

1. From the button bar, select a client and click **Edit** or double-click.

2. Click **Action** and select **Conflict Search**. The following screen appears.

Orion displays the conflict record showing the relationship with the displayed client.

Closing All Matters for a Client

Orion allows you to close all matters for a client at once.

Steps

To close all matters for a client:

1. Select a client and then select all matters for that client by holding down the Shift key while clicking the first and last matters.

2. Right-click and select **Edit Selected**. The following screen appears.
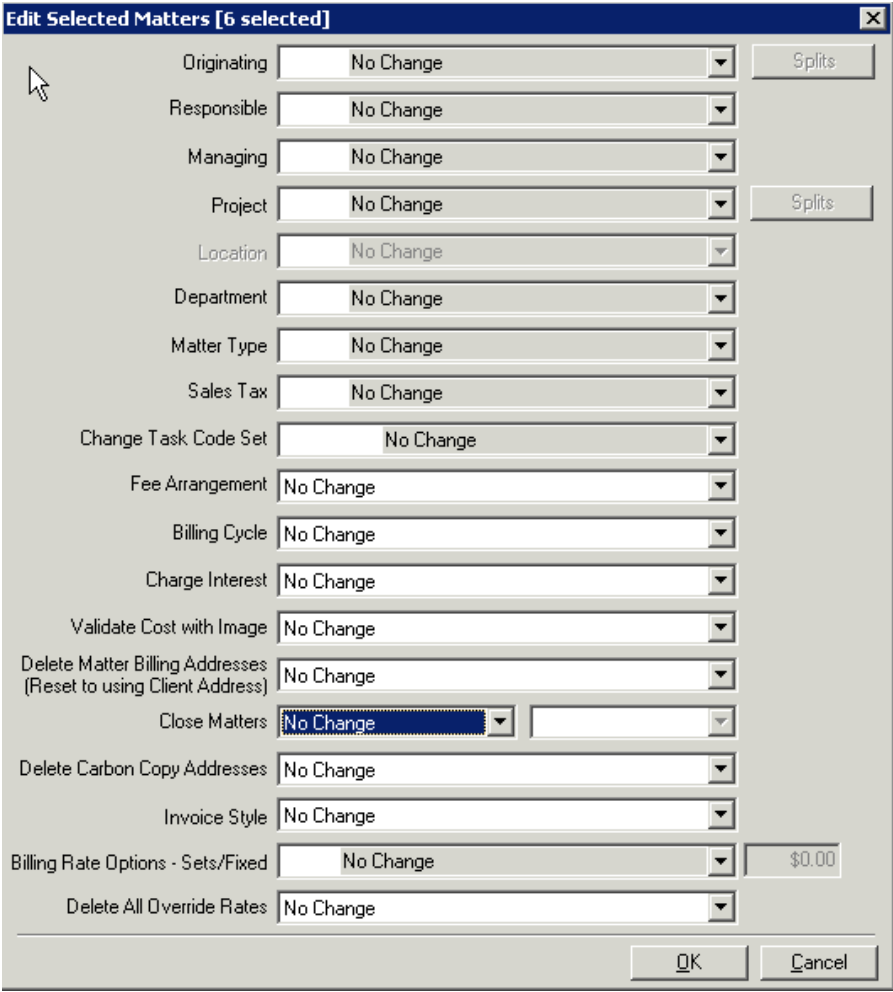
3. In the **Close Matters** field, select **Set closed on**.

4. In the second part of the field, select a close date.

5. Click **OK**.

Chapter 6

Matter Information

Contents

Chapter Overview

The Matter Input and Edit program used for entering new matters and editing existing matters. Before entering a new matter, you must have already entered and saved the client.

The format of the matter code is defined in the System File Maintenance program (System Information chapter). The firm can choose whether to use an alphanumeric structure or a numeric structure for the code. If a numeric coding structure is used, the system can right-justify the number code and/or pad the empty spaces to the left of the number with zeros. These options should be considered and established before proceeding. Once you have begun using a certain scheme, you should not change it without consulting with Orion Law Management System Support personnel as some data conversion may be necessary.

Note: Before adding matters, read the File Maintenance Manager View section of Chapter 1 for information on how to display matter records.

Next Steps

After you set up matters, you are ready to set up matter task codes. For instructions, see the Matter Task Codes chapter.

Adding a Matter

Use this procedure to add client matters.

Steps

To add a new matter:

1. From the button bar, select a client.

2. Click **Action** and select **Open Matter for this Client**. The Matter Intake Screen appears.

3. Fill in fields as required. For details, see "Field Descriptions – Matter Intake Screen" on page 6-4. Note: Portions of this screen are customizable; not all available Field Descriptions are listed.

4. Click **OK**.

Field Descriptions – Matter Intake Screen

The following table describes the fields.

Field	Description
Initial Matter Information	
Matter Name	The full name of the matter (limited to 60 characters and spaces). When entering the matter name, if you precede the adversary name with \, that name will automatically be entered into the Conflict of Interest program with a relationship of Adversary. All characters are saved as typed in this field. The system automatically enters the matter name as a Matter relationship in the Conflict of Interest program when the record is saved.
Additional Description	A free-from text box for additional matter description, if necessary.
Bill to	Name and address to use for billing purposes. Use to specify a special billing address for the matter; each matter can have its own billing address if required. You can also set up carbon copy addresses for purposes of addressing invoices to someone in addition to the client-matter being invoiced. Basically, you are sending a copy of the invoice to an additional party without having to address it yourself - the system does it.
Address	The client's address in this field and in the **City, State, Zip,** and **Country** fields. This address does not have to be the billing address, as you can set that up separately for each matter entered in the Matter Input & Edit program. Notice that the **City** and **State** fields are automatically populated by the default city and state set up in the System Information file. You can, however, override this by typing in a different city and state. All characters are saved as typed in this field.
Attention	If applicable, the name of the person or department to whom statements will be addressed. All characters are saved as typed in this field.
Phone and Fax	The phone and fax numbers of the client.
Use Client's Address	Indicates whether to use client's address for billing the matter.
Date File Opened	The date the file is opened. The system defaults to the current date, but you can change this by entering a new date or clicking the pop-up calendar button to choose a date.
Conflict Names: Search/Add	An area in which to enter names to be searched for conflicts.
Matter Intake Notes	An area in which to enter notes about the matter intake process.
Completed	Indicates completion of this part of the intake form.

Field	Description
Accounting	
Conflict Check Complete	Check box. Select if conflict check is completed
Default Rate Code	The default billing rate code to be used for this matter. If you entered a default billing rate code in System Settings, it will appear here. You can, however, override it.
Invoice Style	The code of the invoice style to use with this matter. The style code you enter will override the style code chosen in the Client Input & Edit program, but only for this matter.
G/L Trust Account	This is a required field and must be completed prior to saving the record The system defaults to the current date, but you can change this by entering a new date or clicking the pop-up calendar button to choose a date.
Billing Cycle	The default frequency that the matter is to be billed. Enter the interval at which to invoice the matter. When printing prebills and invoices, the system allows you to select and print matters in a particular cycle. If an invoice has already been printed for a matter within the same cycle, the system will not select that matter for invoicing again unless you specifically override the selection. This will help you avoid invoicing someone more than once within the matter's billing cycle. You can, however, bill a matter as many times as you wish within a period by simply overriding billing cycle criteria and using manual criteria. The available cycles are as follows: • Monthly - If the matter received an invoice within the last 20 days, it will not be selected for this billing cycle. (20 days is used rather than an actual month to allow for the differences in the lengths of the months and fluctuations in the actual day of each month that invoices are produced). If the last invoice date (or opened date if no invoice) is greater than 20 days, the matter will be selected for billing. • Bi-Monthly - Same as monthly except with a 50 day cutoff. (One 30-day month plus 20 days) • Quarterly - 80 day cutoff. (Two 30-day months plus 20 days) • SemiAnnual - 170 day cutoff. (Five 30-day months plus 20 days) • Annual - 355 day cutoff • Contingency - Initially selected, regardless of last invoice date since contingencies are assumed to be on-demand matters. • 0 to 9 - Allows you to assign a billing cycle where no checking is done as is with the above cycles. These options are good to use for quarterly, etc. when you want to bill on demand and do not want the system to check the number of days since the last invoice.

Field	Description
Fee Arrangement	The type of fee arrangement. Values are: • Hourly - Hourly matters • Contingency - Contingency matters • Flat Fee - Flat fee matters • NonBillable - Non-billable matters. If you choose NonBillable, a non-billable invoice will be generated, and when posted, the Fees and Expenses will update the Working Attorney and Matter files. However, no open invoice (AR) will be created. It is important that all non-billable matters are assigned a fee arrangement of NonBillable in the Matter Input & Edit program. If the matter is not assigned this arrangement, the transactions will be posted to Accounts Receivable and shown as billable matters.
Fees/Expenses Selected or Deferred	When you enter a new matter, you have the option of "flagging" time and expense transactions as being Selected for Billing as they are entered. That is, the default status of the transactions (Selected for Billing or Deferred from Billing) can be established here. For instance, if this is an hourly matter that will be billed on a regular basis, you want to choose the Selected default. If it is a contingency matter, where fee transactions will not be billed, choose the Deferred default for fees, but Selected default for costs since they will be billed on a regular basis. The default selections are only to save a step during the billing process. Any transaction individually or in groups can be selected and deferred from billing during the bill preparation phase. Orion will default to one or the other based on the settings in your Firm System File. You can, however, override the settings by clicking the one you want for the matter you are entering.
Type Of Law	The code for the type of law applicable for this matter. The type of law assignment is a required field since it is used for most reports and for income classification. The types of law for your firm should be established by the partners and made part of the Client Intake form.
Department	The department code to be used for this matter. Entry in this field is required. You can click the down arrow to locate a valid code.
Charge Interest	Indicates whether to charge interest on a particular matter. This will override what you chose in the Client Input & Edit program, but only for this matter. If you wish to charge interest, click **Yes**. When interest is generated, the system looks to the System Information File to see what the interest rate is and creates a transaction equaling the interest percentage multiplied by the past due amounts.

Field	Description
Originating Attorney	This field defaults to the originating attorney entered for the client record for this matter. It can be changed to another ID if applicable. An originating attorney ID is required in order to save a matter record.
Managing Attorney	This field defaults to the originating attorney ID for the client, but can be changed to another attorney ID. Although the **Managing Attorney** field is not used by a lot of firms and there are no current reports to sort by it, it is available for those who wish to use it. Typically, it is used to identify the attorney responsible for overseeing the work done on a particular matter or the attorney performing most of the work on a particular matter. A managing attorney ID is required in order to save a matter record. You can click the down arrow for a list of valid attorney ID codes.
Project Attorney	This field defaults to the originating attorney entered for the client record for this matter. It can be changed to another ID if applicable. A project manager ID is required in order to save a matter record. You can use the F8 key or click the **Look-up** button for a listing of all valid attorney ID codes.
Billing Attorney	Orion automatically defaults to the originating attorney ID for the client, but it can be changed to another ID. The billing attorney is sometimes referred to as the responsible attorney since he or she is responsible for reviewing the account for the matter. The billing attorney identification is important because it can be used as a sort criteria in almost all reports and in the prebilling and invoicing process.

A billing attorney ID is required to save a matter record. You can click the down arrow for a list of valid attorney ID codes.

If there is more than one attorney receiving credit as the originating attorney, click the **Split Assignment** option in the list of attorneys. Select an attorney from the list below the **Billing Attorney** field and double-click. In the **Split Amount** box, enter the percentage of credit this attorney should receive and click **OK**. Continue assigning percentages as needed. If you add someone you should not have, you can delete them by changing their percentage to zero.

Orion keeps a running total of the percentages entered at the bottom of the box and will not let you save the matter record unless the percentages add up to 100%. |
| Completed | Indicates completion of this part of the intake form. |

Editing a Matter

Use this procedure to edit an existing client matter.

Guidelines

If you change the…	Then…
Matter Code	If you change the matter code for an existing matter, the old matter code in all other files will be changed to the new matter code including all related transactions in Time and Billing.
Type of Law	If you change the type of law code of a matter that has posted transactions, you must note that the Type of Law monthly balances will not be accurate. Since the Type of Law monthly balances are a combination of the posted transactions for all matters, and since no monthly balances are kept on an individual matter basis except for the current month, there is no way to move the respective portion from the old type of law code's monthly balances to the changed type of law code's monthly balances. The type of law code will be changed from the old to the new code in all unposted transaction record (fees and expenses). It will not be changed in posted transactions.
Matter Name	If you change the **Name** field and click the **Save and Close** button or press the F10 key to save the record, Orion gives you two options regarding the conflicts record (where relationship is equal to matter) associated with the matter record. You can either: • Change existing conflict records to the new name (old name will be removed) • Create new conflict records with the new name (records with old name will remain)

Steps

To edit a matter record:

1. Select a client and then select matter.

2. From the button bar click **Edit** or double-click matter name.

3. Make changes as required.

4. To save your changes, click **Save and Close** or press the F10 key.

Printing a File Copy

Once you have saved the matter, you may want to print a file copy of the matter record to place in the physical file created for the matter. This file copy displays the information you have entered as well as any conflicts records created in relation to the matter.

Steps

To print a file copy:

1. Select a client and double-click the matter to print a report for.

2. Click **Report** to display the Matter File Copy screen.

3. Enter the initials of the individual who performed the conflict check as well as the date of the conflict check.

4. Click **Print** to print the report.

Moving a Matter

You can move a matter from one client to another. Once the procedure is complete, the old matter (client-matter number) will no longer exist in the system.

Steps

To move a matter from one client to another:

1. Select a client and double-click the matter you want to move.

2. Click **Tools** and select **Move Matter**.

3. Enter the new client code and matter code for the matter.

4. Click **Move**. This procedure may take a while as Orion must change multiple data files (WIP, AR, Billing History, Override Rates, etc.).

Deleting a Matter

Use this procedure to delete a client matter. You cannot delete a matter that has transactions attached to it.

Note: It is highly recommended that you not delete matters unless they were entered by mistake.

Steps

To delete a matter:

1. Select a client and highlight the matter you want to delete.

2. To delete the matter, click **Delete**. The system prompts you to confirm the deletion.

3. Click **Yes** if you want to delete the matter or **No** if you want to keep it.

Viewing Matter Information

Use this procedure to access the Additional Matter Information screen, which you use to view matter information. The fields that appear on this screen are defined in the System Setup File.

Steps

To view client information:

1. Select a client and double-click the matter you want to view.

2. Click the **Billing General** tab.

3. Click **Additional Matter Information**. The following screen appears.

4. Make any necessary entries or edits.

5. To save your changes, click **OK**.

Viewing Matter Conflicts of Interest

Use this procedure to view conflicts of interest associated with a matter record.

For details on adding a new conflict record or searching for other records, see the "Conflict of Interest" chapter in the *Desktop Back Office Reference Guide.*

Steps

To view matter conflicts of interest:

1. Select a client and a matter and double-click to display the matter record.

2. Click **Action** and select **Conflict Search**. The following screen appears.

Orion displays the conflict record showing the relationship with the displayed matter.

Chapter 7
Matter Task Codes

Contents

Chapter Overview

Before you can enter time on a Task Billing basis, you must first set up a matter for Task Billing and you must establish matter task codes for the specific matter. The Matter Task Code program allows you to perform both of these procedures.

Note: You set up matter task codes only if your firm has clients requiring task-based billing codes.

Next Steps

After you set up matter task codes, you are ready to set up entry IDs. For instructions, see the Entry ID Information chapter.

Orion Law Management Systems, Inc.

Setting Up a Matter for Task Billing

Use this procedure to set up a matter for Task Billing.

Steps

To set up a matter for Task Billing:

1. Select a client and a matter.

2. From the button bar, click **Edit**. The matter record appears.

3. Click the **Billing Options** tab. The following screen appears.

4. If this case does not require copies of vouchers, go to step 5. If you have identified this case as requiring copies of vouchers to be included with invoices, select the **Validate Cost with Image** field. When a voucher is entered in AP, the person is notified to put the invoice in the scanner. In the Billing module, a copy of the invoice will be printed along with the bill. For more information, see Chapters 3 and 9 of the *Accounts Payable Back Office Reference Guide*.

5. To the right of the **Task Billing** field, click **Edit**. The following screen appears.

6. From the **Task Code Set** field, select the task code set you want to add.

7. Click **Create Codes from Set**. Click **Save**.

8. From the Billing Options tab, click **Save and Close**.

Adding a Phase-Task Code

Use this procedure to add a phase-task code.

Steps

To add a phase-task code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Task Sets**.

3. Select a task code and click **Edit**. The Edit Task Code Set screen appears.

4. Click **Add Code**. The following screen appears.

5. Fill in the fields as required. For details, see "Field Descriptions – Edit Task Code Screen" on page 7-5.

6. Click **Save** or press the F10 key.

Field Descriptions – Edit Task Code Screen

The following table describes the fields.

Field	Description
Phase	A unique code for the phase you are setting up. The code can be numeric or alphanumeric. The phase is the highest level code in the coding hierarchy. For a litigation case, examples are Pre-Trial Pleadings and Motions or Discovery. It should represent a collection of tasks and activities that occur largely in sequence during the course of the case or matter. Typically, timekeepers will enter their time at the task level, but they can also enter at the phase level.
	Note: You do not have to have any codes set up at the phase level but can define all codes as tasks instead. If you are not using the phase level but only the task level, enter the task code in this field.

Field	Description
Task	The code for the task level if you are using the phase level and have defined the code you are entering as a task. Codes can be either numeric or alphanumeric. The task code represents more detail under the phase level in the coding hierarchy. All tasks can be rolled up (consolidated) into a phase. They are intended to capture tangible work product produced or business results received.
Type	The type of code you are adding. You can click the **down arrow** and choose either Phase or Task.
Used For	You can specify whether this code will be used for fee entry, expense entry, or both. If you specify Fees, the code will not appear in a search (look-up) done through the Expense Entry program. If you specify Expenses, the code will not appear in a search (look-up) done through the Fee Entry program. If you specify Both, the code will be available in both the Fee Entry and the Expense Entry programs.
Activity Code Required	Indicates whether an activity code is required to be entered whenever this code is used during time entry.
Description	A description for the code you are adding. This description will appear on any Task Billing reports run or invoices generated.

Editing a Phase-Task Code
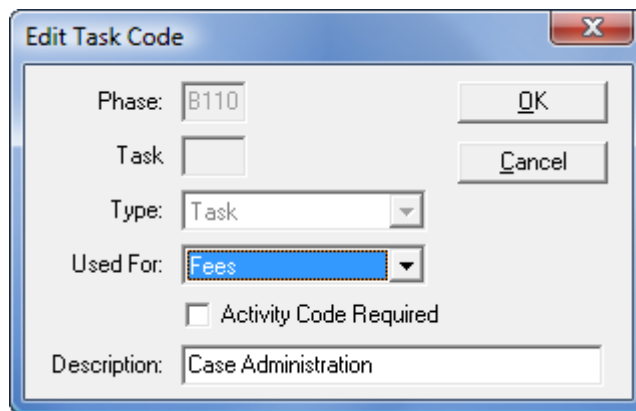
Use this procedure to edit a phase-task code.

Steps

To edit a phase-task code:

1. From the button bar, click **Tools** and select **Manage Codes**.
2. In the **Show Codes for** field, select **Task Sets**.
3. Select a task code and click **Edit**. The Edit Task Code Set screen appears.
4. Select a phase-task code and click **Edit Code**. The following screen appears.

5. Make the necessary changes. Note that you cannot change the phase or the task code. However, all other fields can be edited. For details, see "Field Descriptions – Edit Task Code Screen" on page 7-5.
6. To save your changes, click **OK**.

Deleting a Phase-Task Code

Use this procedure to delete a phase-task code.

You should not delete a code that has already been used in fee or expense transaction entry.

Steps

To delete a phase-task code:

1. From the button bar, click Tools and select **Manage Codes**.

2. In the **Show Codes for** field, select **Task Sets**.

3. Select a task code and click **Edit**. The Edit Task Code Set screen appears.

4. Select a phase-task code and click **Delete Code**.
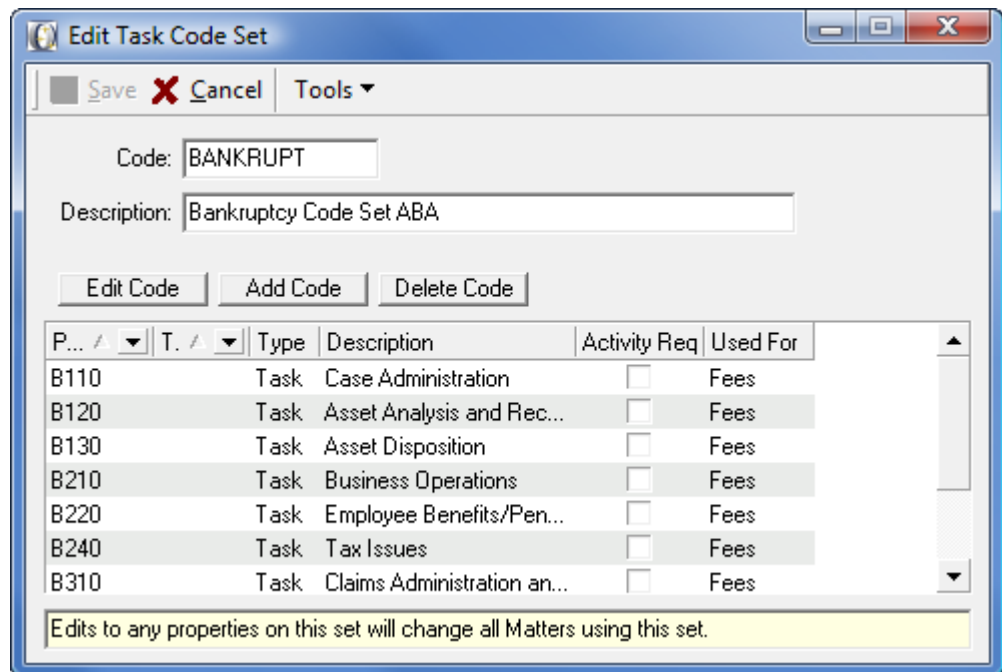
Copying Task Codes

Rather than entering all new task codes for each code set, Orion provides you with the option of copying task codes from an existing code set. Even if some of the codes are different, you can perform a copy and then make the necessary changes to the code set.

Steps
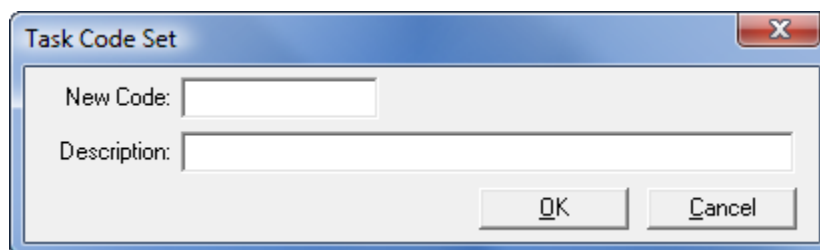
To copy phase-task codes:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Task Sets**.

3. Select a task code and click **Edit**. The following screen appears.

4. Click **Tools** and select **Copy Task Code Set**. The following screen appears.

5. In the **New Code** field, enter the new code.

6. In the **Description** field, enter a description of the new code.

7. Click **OK**. The new task code appears at the bottom of the list of existing task codes. The new code contains the same tasks as the original.

Removing a Matter from Task Billing

Use this procedure to remove a matter from Task Billing.

Note: If a matter is removed from Task Billing, all associated task records will be deleted and are unrecoverable.

Steps

To remove a matter from Task Billing:

1. Select a client and a matter.

2. From the button bar, click **Edit**. The matter record appears.

3. Click the **Billing Options** tab.

4. To the right of the **Task Billing** field, click **Edit**. The Task Codes screen appears.

5. Click **Remove Matter From Task Billing**. The system prompts you to confirm the removal of the matter.

6. Click **Yes** if you want to remove the matter or **No** if you want it to remain in Task Billing. The system asks if you want to remove the historical task data.

7. Click **Yes** if you want to remove the data, **No** if you want to keep it, or **Cancel** to cancel the removal.

Chapter 8
Entry ID Information

Contents

Chapter Overview

The Entry Identification program is found using the **Tools** button and is used for entering, editing, and deleting persons in the firm who will be entering time.

The Entry ID Input and Edit program is also used to set up proxy rights for time entry personnel. Proxy rights grant individuals the right to list and edit fee transactions for specific timekeepers. There is no limit to the number of Entry IDs that can be saved. Adding, changing, or deleting IDs in the Entry ID program has no effect on the timekeeper IDs on file.

Adding an Entry ID

Use this procedure to add an entry ID.

Steps

To add an entry ID:

1. From the button bar, click **Tools** and select **Manage Users**.

2. Click **New**. The following screen appears.

3. Fill in the fields as required. For details, see "Field Descriptions – User Entry Screen" on page 8-3.

4. Click **Save** or press the F10 key. To clear the screen at any time without saving the information, press the F9 key or click **Clear**.

Field Descriptions – User Entry Screen

The following table describes the fields.

Field	Description
ID	A 4-character alphanumeric field. Each user must have a unique ID code. Most firms use the person's initials. Other firms simply assign a number.
Timekeeper	Indicates the user is a timekeeper. For entry IDs, leave blank.
Active	If the user you are entering is active, click this field. Otherwise, leave it blank.
Full Name	The name of the person the code represents. The name will appear on reports and invoices.

Field	Description
Sort Name	In the normal course of operation, reports run by user are sorted by entry ID. This field allows you to establish a different sort order such as by last name or by firm hierarchy. If you want to sort reports by: • Last name, enter the user's last name in this field. • Firm hierarchy, you can create a hierarchal order and enter the appropriate code in this field.
User Keys	If firm has created additional User Key sets in the Orion Administration program, this is where you assign keys to users.
Level	A level code (Attorney, Partner, Paralegal, etc.) must be entered in order to save the user record. The level codes and their respective categories are set up in the System Information program. To access a list of valid level codes, click the down arrow. Once you have chosen or entered the level code, the description displays to the right of the code.
Location	If the system uses the location feature, you must enter a location code. You can use the click the down arrow to locate a valid code. If the system is not set up to use multiple locations, Orion will skip this field.
Practice Group	The group code representing the Practice Group to which this user belongs. If you do not know the correct code, click the down arrow to locate a valid code.
Target Rate	The target rate for this user. This is normally the effective billing rate at which you would like all the user's time billed at. You can leave this field blank if you wish and enter it later.
Cost Rate	The cost rate for this user. This is normally the billing rate at which the user's time needs to be billed in order to cover their related overhead costs (including salary). You can leave this field blank if you wish and enter it later.
Use Private Dictionary	If allowed, a private spelling dictionary can be assigned to each user. Assign dictionary here.

Editing an Entry ID Record

Use this procedure to edit an existing entry ID record.

Steps

To edit an existing entry ID record:

1. From the button bar, click **Tools** and select **Manage Users**.

2. Select the entry ID you want to edit and click **Edit**.

3. To change the user ID, click **Tools** and select **Change ID**.

4. In the **New User ID** field, enter the new ID and click **Change ID**.

5. To inactivate a user, click **Tools** and select **Inactivate User**. The system prompts you to confirm the change.

6. Click **OK** to make the change or **Cancel** to cancel it.

7. To merge a user with another user, click **Tools** and select **Merge User**.

8. From the **Merge into User** field, select the user to merge with and click **Merge**.

9. Make any other necessary changes. For details, see "Field Descriptions – User Entry Screen" on page 8-3.

10. Click **Save** or press the F10 key.

11. Confirm the change. Orion goes through all related files and makes the necessary changes. Be aware that this may take some time.

Deleting an Entry ID Record

Users can only be deleted after the system determines that there is no related history or transactions. Otherwise, users can be inactivated and/or merged into another. For details, see "Editing an Entry ID Record" on page 8-5.

Deleting an entry ID will not change or affect fee transactions already entered and saved. However, you will not be able to run any reports (Fee Report or Fee Listing) by entry ID for the entry ID you have deleted.

Setting Up Proxy Rights

For those fee entry persons who are not also timekeepers and for those timekeepers who will be viewing or editing transactions for other timekeepers, it is necessary to set up proxy rights. In other words, you must give an entry ID rights to enter, edit, or view transactions for a timekeeper or timekeepers.

Steps

To set up proxy rights:

1. From the button bar, click **Tools** and select **Manage Users**.

2. Select the entry ID you want and click **Edit**.

3. Click the **Proxies** tab. The following screen appears.
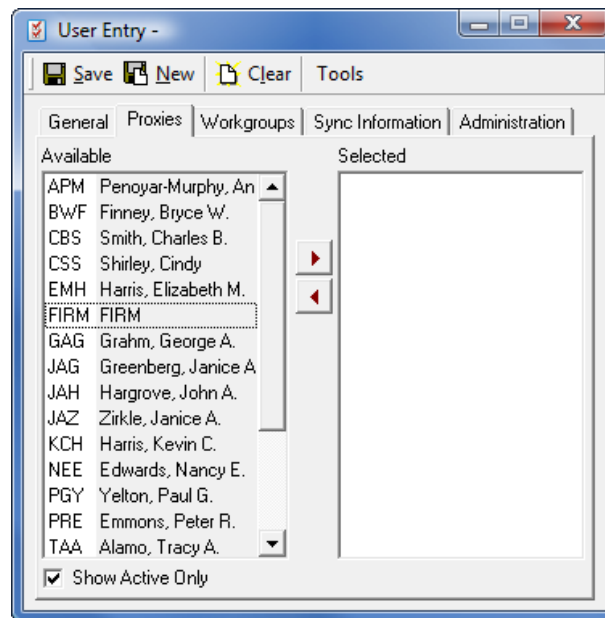
4. From the **Available** list, select one or more names and click the **right arrow**. The names now appear in the **Selected** list. To move names from the **Selected** list to the **Available** list, click the **left arrow**.

5. Click **Save** or press the F10 key.

Orion Law Management Systems, Inc.

Chapter 9

Service, Client Advance, and Expense Codes

Contents

Service Codes

You use the Service Code Input and Edit program to enter, edit, or delete service codes. Service codes are alphanumeric characters you define to represent up to 600 characters of information that can be used when entering fee transactions.

Benefit of Service Codes

Fee or service codes are used primarily for two reasons:

- It saves key strokes and therefore input time for phrases often used to describe legal work ("Telephone conference with client regarding ...")
- Since it is an indexed code, it can be used to track the specific type of work the firm or a timekeeper is doing. That is, it can be used to produce a report that tells you how many hours you are spending in court versus hours on telephone conferences.

System Use

Unlike many systems, Orion allows you to assign an hourly fee or a flat fee to a service transaction. Consequently, even if you are entering fees for an hourly matter, you can still charge a flat fee rate for a particular service transaction. This should be done in cases where the firm has established forms or has automated a function (for example, wills, incorporations), making an hourly charge disproportionately low to the product or service performed.

Service codes are used by the system in two different ways:

- When you are in Orion Desktop Fee Entry and a code is entered in the **Activity** field, the description is displayed. If a flat or hourly rate is established, that rate is used in calculating the transaction amount. The rate can be left as 0.00 if you want the service calculated at either the matter or the attorney rate.
- When in the **Description** field of Fee Entry, a selected service code has its description appended to the transaction text. In this usage, the **Flat/Hourly** and **Rate** fields have no function.

Recommended Approach

Orion recommends that you use a simple and logical coding system that can be easily learned by new timekeepers and data entry personnel. Also, since it is difficult to remember many codes, we recommend starting with a reasonable number. You can always add codes later. If your firm is already using codes on the time slips, then adopt those codes. This will make it easier for both the timekeeper and the data entry personnel.

Adding a Service Code

Use this procedure to add a service code.

Steps

To add a service code:

1. From the button bar, click **Tools** and select **Manage Codes**.
2. In the **Show Codes for** field, select **Services/Activities**.
3. From the button bar, click **New**. The following screen appears.

4. Fill in the fields as required. For details, see "Field Descriptions – Service/Activity Code Entry Screen" on page 9-3.
5. Click **Save** or press the F10 key. To clear the screen at any time prior to saving the transaction, press the F9 key or click **Clear**.

Field Descriptions – Service/Activity Code Entry Screen

The following table describes the fields.

Field	Description
Code	A service code can be any combination of from 1 to 4 alphanumeric characters.
Default Rate	If you have chosen to attach a flat rate or hourly rate to the service code, see the Rate Option field below, and enter the amount here.

Field	Description
Rate Options	You can attach an hourly rate or a flat fee to the service code. For instance, an in-court code (such as AH for Attend Hearing) can be given an hourly rate of $350.00 per hour. Or you may wish to establish a flat rate for certain work, such as incorporation. By utilizing this system, you can mix hourly work with flat fee work on the same bill for the same matter. This should be done in situations where the firm has established forms or automated the function, making an hourly charge disproportionately low to the product or service performed. If you want to set this service code up as having a specific flat rate or hourly rate, click one of the rate options. If no rate is entered, any time entered using this service code will be calculated at the timekeeper's billing rate for the matter.
Default Time	The default time (hours and units) for this service. If the service does not have a fixed time, leave it at 0.00.
Billing Option	Orion gives you the ability to set up certain parameters for service codes so that if those codes are used, the time can automatically be written down to zero or flagged as off invoice. This option is useful for those matters where a monthly flat fee is charged and all time is written down to 0.00. Values are: • Off Invoice - If a service code is set for this option and it is used in the **Activity** field of a fee transaction, the transaction will be saved and automatically flagged as off invoice. This saves preparation time during the billing process. • Write Down to 0 - The transaction is automatically written down to zero when saved. This does not affect the original amount of the time or the credit the timekeeper gets for hours worked. • Off Inv/Write Down - The transaction is automatically written down to zero and flagged as off invoice when it is saved. • None - the fee transaction using the service code is saved as entered.
Description	The description to use when the service code is entered. This field has full word processing capabilities. You can enter or edit text at any place within this field. Word wrapping occurs when: • Characters are entered outside the **Description** field boundary. • An insertion pushes the last word in a line beyond the **Description** field boundary. • Character deletion frees enough space at the end of the current line to allow insertion of a word from the next line. For additional information about this field, see "Description Field" on page 9-5.

Description Field

Toggle the insert mode on and off in the **Description** field by pressing the Insert key on your keyboard.

- In the insert mode, characters typed on the keyboard are inserted at the current cursor position and any characters to the right are moved to the right one space.

- In the typeover mode, characters are entered at the cursor location and will overstrike any existing character at the cursor location.

  – Press the Delete key to delete the character that is under the cursor and pull any text to the right of the cursor one space.

  – Press the Backspace key to delete the character to the left of the cursor and pull any text at and to the right of the cursor left one space.

  – Select a block of text and press any of the above keys to delete the block.

Non-Destructive Cursor Movement

Keystroke	Purpose
Left Arrow	Move the cursor to the left.
Right Arrow	Move the cursor to the right.
Up Arrow	Move the cursor up one line.
Down Arrow	Move the cursor down one line.
Ctrl + Left Arrow	Move the cursor to the beginning of the next word to the left.
Ctrl + Right Arrow	Move the cursor to the beginning of the next word to the right.
Home	Move the cursor to the beginning of the current line.
End	Move the cursor to the end of the current line.

Other Keystroke Combinations

Keystroke	Purpose
Ctrl+Home	Move the cursor to the beginning of the description.
Ctrl+End	Move the cursor to the end of the description.
Shift+Home	Highlight text from the left of the cursor to the end of the line on the screen.
Shift+End	Highlight text from the right of the cursor to the end of the line on the screen.
Shift+Home	Highlight text from the left of the cursor to the beginning of the description.
Shift+End	Highlight text from the right of the cursor to the end of the description.

You can check the spelling of this field or search and replace specified contents of the field by right-clicking and choosing the appropriate option.

Editing a Service Code

You can retrieve and edit any service code that has been saved.

Any changes made on the service code will only affect future fee transactions. It will not change the service code used for transactions already stored in WIP.

Steps

To edit an existing service code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Services/Activities**.

3. Select the code you want to edit and click **Edit**.

4. Make any necessary changes. You cannot edit the code. For details, see "Field Descriptions – Service/Activity Code Entry Screen" on page 9-3.

5. To save your changes, click **Save** or press the F10 key.

Deleting a Service Code

You can delete any existing service code from the system. However, if you plan to run reports based on service codes you deleted, the report will reflect a blank code.

Steps

To delete an existing service code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Services/Activities**.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Client Advance and Expense Codes

You use the Manage Codes program to enter, edit, or delete cost advance and expense accounting codes.

Cost Advances vs Expenses

Orion allows you to differentiate between cost advances and expenses.

- **Cost Advances** are also referred to as hard costs. They are direct, out-of-pocket advances made by the firm for the client, such as a court filing fee. Such disbursements are usually not written up or down and are directly reimbursed by the client to the firm.

- **Expenses**, such as telephone or copy charges, are also referred to as soft costs. They are not direct advances, but are expenses incurred by the firm on behalf of the client during the handling of the client's case. For soft costs, the actual cost of the item may include an overhead that is passed on to the client in the form of a write-up of the firm's cost for the item.

There must be at least one expense (EX) and one client advance (CA) code on file in order to enter expenses and client advances in the system. If you are using the Accounts Payable module, only transactions using EX codes can be entered through the Expense Input and Edit program. Client advances (CA) must be entered through the Accounts Payable Voucher Entry program.

Adding a Client Advance or Expense Code

Use this procedure to add a client advance or expense code.

Steps

To add a client advance or expense code:

1. From the button bar, click **Tools** and select **Manage Codes**.
2. In the **Show Codes for** field, select either **Client Advances** or **Expenses**.
3. From the button bar, click **New**. The following screen appears.

4. Fill in the fields as required. For details, see "Field Descriptions – Client Advance or Expense Code Entry Screen" on page 9-9.
5. Click **Save** or press the F10 key.

Field Descriptions – Client Advance or Expense Code Entry Screen

The following table describes the fields.

Field	Description
Code	You can use up to six alphanumeric characters for the code. However, you must precede each cost advance code with the letters CA. Also, you must precede each expense (soft cost) code with the letters EX. This is the way the system determines whether the expense is a hard cost or a soft cost.
	To view a list of existing codes, use the F8 key or click the **Look-up** button. The list contains other accounting codes that are used in the accounting programs and cannot be deleted or modified. However, you can change the descriptions to suit your preferences.
Our Unit Cost	The cost per unit to the firm, if applicable. For instance, if photocopies cost the firm 3¢, enter that amount in this field.

Adding a Client Advance or Expense Code

Field	Description
Client Unit Cost	The amount you want to charge the client per unit. This is applicable only if you know the unit cost for the expense.
Write Up %	If you do not enter anything in the **Our Unit Cost** or **Client Unit Cost** fields, the cursor will stop in the **Write Up %** field. Orion allows you to charge the client a certain percentage above the cost to the firm.
	This is useful when you do not know the firm's cost until the invoice comes in from the vendor. For instance, many firms will charge 5% over the actual cost of long distance charges in order to recoup the sales tax paid to AT&T. Therefore, for the EX code you set up for long distance charges, you would enter 5.0 in the **Write Up %** field. Percentage write ups can be used on any accounting code.
Options/Combine	If you have set up your System File to charge sales tax, the **Taxable** field is accessible. Otherwise, it is grayed out. If the type of transaction you are setting up the code for is subject to sales tax, select the **Taxable** field. If it is not taxable, select the field to remove the check mark.
	Each accounting code can be summarized (combined) on the invoice to the client. This means that if you do not wish to see repeated entries for the same accounting code on the invoice format, then you would request that the code be combined and the invoice would print one entry with a total amount of all entries for the same code. This is typically used for photocopy charges and postage charges where individual entries would not be printed on the final invoice. To combine transactions with the same accounting code on the invoice, select the **Combine** field. To itemize the transactions, select the field to remove the check mark.
Billing Option	Orion gives you the ability to set up certain parameters for accounting codes so that if those codes are used, the transaction can automatically be written down to zero or flagged as off invoice. This option is useful for those matters where you cannot charge for photocopies, etc. but you want to track them. Values are:
	• Off Invoice - If an accounting code is set for this option and it is used in the **Code** field of an expense transaction, the transaction will be saved and automatically flagged as off invoice. This saves preparation time in the billing process.
	• Write Down to 0 - The transaction is automatically written down to zero when saved. This does not affect the original amount of the transaction.
	• Off Inv/Write Down - The transaction is automatically written down to zero and flagged as off invoice when it is saved. If the Billing Option is set to None, the expense transaction using the accounting code is saved as entered.

Orion Law Management Systems, Inc.

Field	Description
Description	The description to use when the accounting code is entered. This field has full word processing capabilities. You can enter or edit text at any place within this field. Word wrapping occurs when: • Characters are entered outside the **Description** field boundary. • An insertion pushes the last word in a line beyond the **Description** field boundary. • Character deletion frees enough space at the end of the current line to allow insertion of a word from the next line. For additional information about this field, see "Description Field" on page 9-5.

Editing a Client Advance or Expense Code

Use this procedure to edit an existing client advance or expense code.

Changing the **Client Unit Cost** or the **Write Up %** fields will not affect existing expense or client advance transactions. Changing the **Description** field will only affect unbilled transactions where the **Combine** field is checked.

Note: There are codes other than those beginning with CA or EX in the accounting codes data file. While these codes can be displayed in the look-up list, only those codes that begin with CA or EX can have their **Code** field changed by this program. You can change the description of these codes but DO NOT change the code as it will affect the operation of other Orion programs.

Steps

To edit an existing client advance or expense code:

1. From the button bar, click **Tools** and select either **Manage Codes**.

2. In the **Show Codes for** field, select either **Client Advances** or **Expenses**.

3. Select the code you want to edit and click **Edit**.

4. Make any necessary changes to the description. You cannot edit the code. For details, see "Field Descriptions – Client Advance or Expense Code Entry Screen" on page 9-9.

5. To save your changes, click **Save** or press the F10 key.

Deleting a Client Advance or Expense Code

Although the system allows it, you should be careful about deleting client advance or expense codes that are referenced by existing expense transactions.

Steps

To delete an existing client advance or expense code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select either **Client Advances** or **Expenses**.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Deleting a Client Advance or Expense Code

Chapter 10
Law Type Codes

Contents

Chapter Overview

Orion requires that each matter be assigned a type of law code. This allows you to run various reports by type of law and to track income by type of law. If you wish to group certain law types together, you should begin each type of law code for a group with the same letter or letters. For example, to group all litigation matters together, begin the code with LI____, such as:

- LI - Litigation
- LICON - Construction Litigation
- LIDEF - Defense Litigation
- LIPLA - Plaintiff Litigation

These matters can then be reported by their specific type of law or by their group (for example, Litigation).

You should establish a non-billable law type for non-billable activities. We suggest tracking administrative time, vacation and sick leave, business development time, and time spent in continuing legal education.

Type of law codes are entered through the **Manage Codes** option found under the **Tools** button.

Adding a Law Type Code

Use this procedure to add a law type code.

Steps

To add a law type code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Law Types**.

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

4. Fill in the fields as required. For details, see "Field Descriptions – Type of Law Code Entry Screen" on page 10-3.

5. Click **Save** or press the F10 key.

Field Descriptions – Type of Law Code Entry Screen

The following table describes the fields.

Field	Description
Code	A five-digit alphanumeric field. You must have at least one type of law code on file.
Description	A unique description for the code. This description appears on reports printed by type of law.
GL Account	If the General Ledger module is not installed, you will be unable to access these fields. If you are running the General Ledger module, these are required fields. Enter the General Ledger income account number for fee payments associated with this type of law code. While in this field, you can view a list of existing type of law codes by using the F8 key or clicking the **Look-up** button.

Editing a Law Type Code

Use this procedure to edit an existing type of law code.

Steps

To edit an existing law type code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Law Types**.

3. Select the code you want to edit and click **Edit**.

4. Make any necessary changes to the description or the GL account number. You cannot edit the code. For details, see "Field Descriptions – Type of Law Code Entry Screen" on page 10-3.

5. To save your changes, click **Save** or press the F10 key. Orion will then go through all related files and make the necessary changes. Be aware that this may take some time.

Deleting a Law Type Code

You cannot delete a type of law code that is in use by one or more files. If you attempt to do so, Orion will display an error message.

Steps

To delete an existing law type code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Law Types**.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Deleting a Law Type Code

Orion Law Management Systems, Inc.

Chapter 11
Relationship Codes

Contents

Chapter Overview

The Conflict system includes four relationships: Client, Matter, Adversary, and Opposing Counsel. However, you can add as many as your practice requires.

You enter relationship codes through the **Manage Codes** option found using the **Tools** button. There are several other types of codes entered using this button, but this section will deal with relationship codes only.

Adding a Relationship Code

Use this procedure to add relationship codes.

Steps

To add a relationship code:

1. From the button bar, click **Tools** and select **Manage Codes**.
2. In the **Show Codes for** field, select **Conflict Relationships**.
3. From the button bar, click **New**. The following screen appears.
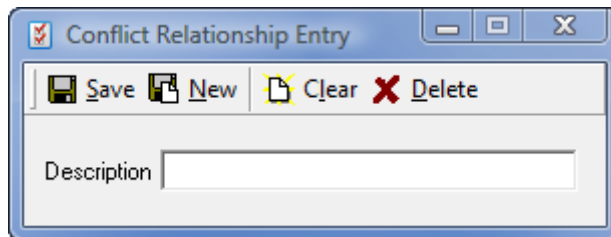
4. Fill in the **Description** field. For details, see "Field Descriptions – Conflict Relationship Entry Screen" on page 11-3.
5. Click **Save** or press the F10 key. The system assigns the next available code number automatically.

Field Descriptions – Conflict Relationship Entry Screen

The following table describes the fields.

Field	Description
Description	Description (name of relationship) for the code. This name will appear on all screens and reports related to conflicts of interest.

Editing a Relationship Code

Although you can edit an existing relationship record, you should not do so if there are existing conflicts records using the relationship.

Steps

To edit an existing relationship code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Conflict Relationships**.

3. Select the code you want to edit.

4. From the button bar, click **Edit**.

5. Make any necessary changes to the description. You cannot edit the code. For details, see "Field Descriptions – Conflict Relationship Entry Screen" on page 11-3.

6. To save your changes, click **Save** or press the F10 key. Orion will then go through all related files and make the necessary changes. Be aware that this may take some time.

Deleting a Relationship Code

Although the system will allow it, you should not delete a relationship code being referenced by conflicts records.

Note: Under no circumstances should you delete the Client, Matter, Adversary, or Opposing Counsel relationship codes.

Steps

To delete a relationship code:

1. From the button bar, click **Tools** and select **Manage Codes**.

2. In the **Show Codes for** field, select **Conflict Relationships**.

3. Select the code you want to delete.

4. Click **Delete** or press the Ctrl+Delete keys. The system prompts you to confirm the deletion.

5. Click **Yes** if you want to delete the code or **No** if you want to keep it.

Deleting a Relationship Code

Orion Law Management Systems, Inc.

Chapter 12

Orion's Interface

Contents

Chapter Overview

Orion's General Ledger is simply the program that collects transactions from each of the other modules for reporting purposes. No transactions are automatically transferred to the General Ledger. The transactions are created and stored in the individual modules until you actually transfer them to the General Ledger. Even then, they are brought in as unposted transactions. This gives you one more opportunity to edit them before posting. The transfer can occur at any time and as often as you wish. The frequency should be determined by your internal accounting procedures. If you run financials frequently throughout the month, you should transfer the transactions several times in the month, maybe even daily. Most firms wait until the end of the month and transfer them all at once. You should evaluate your internal procedures and determine the frequency required to meet your internal procedures.

In addition to the General Ledger transactions created in each module, the Accounts Payable module feeds information into the Billing and Accounts Receivable module. Specifically, any time a voucher is posted which includes charges that have been distributed to a Client-Matter and entered with a "CA" code, the Client-Matter file is updated with these expenses for billing.

Additionally, trust and retainer transactions can be created in voucher entry which also updates the Client-Matter's ledger file. Below is a more detailed explanation of these transactions as well as others. Understanding the path each transaction takes will help you maintain accurate balances and ensure you can make adjustments when necessary.

Sample General Ledger Table

For purposes of this explanation, let's assume your G/L Default Table looks like this:

Account Name	Account Number
Cash in Bank	1010
Accounts Receivable Fees	1030
Accounts Receivable Expenses	1060
A/R Client Advances	1065
Sales Tax Receivable	1070
Client Advances Unbilled	1050
Fees Uncollected	2100
Expenses Uncollected	2110
Client Advances Written Off	4030
Sales Tax Liability Offset	2115
Default Client Trust Account	9000
Trust Liability Account	9001
Unapplied Retainers	2090

Account Name	Account Number
Default Income - Fees	3000
Income - Expense	3100
Income - Interest	3200
Accounts Payable	2050

Examples

The remainder of this chapter provides examples that should help you understand how the accounts defined in the General Ledger Table under System Setup are affected by various functions performed in Orion and how the different Orion modules interrelate.

Orion Billing

Each time an invoice is posted or unposted or any type of payment, credit, etc. is posted in the Billing and Accounts Receivable module, a General Ledger transaction is created. Trust and retainer transactions also create General Ledger transactions. Trust and retainer deposits and disbursements (TDP, RDP, TDS and RDS) do not have to be posted. TAP and RAP transactions must be posted before General Ledger transactions are created.

Invoicing

When an invoice for fees ($1,200.00), expenses ($5.00) and client advances ($150.00) is created and posted, the following transactions are created:

Acct #	Invoice 12345	Debit	Credit
1030	A/R FEES	$1,200.00	
2100	UNCOLLECTED FEES		$1,200.00
1060	A/R EXPENSES	5.00	
2110	UNCOLLECTED EXPENSES		5.00
1065	A/R CLIENT ADVANCES	150.00	
1050	UNBILLED CLIENT ADVANCES		150.00
	TOTAL	$1,355.00	$1,355.00

These transactions will print on the AR to GL Transfer Report and the date of the transaction will be the date of the invoice.

Payments, Credits, Write Offs, Etc.

1. Payments (PMT)

When a payment ($1,355.00 for Invoice 12345 as shown above) is received, entered, applied and posted, the following transactions are created:

Acct #	Payment of Invoice 12345	Debit	Credit
1030	A/R FEES		$1,200.00
2100	UNCOLLECTED FEES	$1,200.00	
1060	A/R EXPENSES		5.00
2110	UNCOLLECTED EXPENSES	5.00	
1065	A/R CLIENT ADVANCES		150.00
3000	FEE INCOME		1,200.00
3100	EXPENSE INCOME		5.00
1010	OPERATING ACCOUNT	1,355.00	
	TOTAL	$2,560.00	$2,560.00

2. Retainer Applied as Payment (RAP)

When paying an invoice from available "Retainer" funds, a Retainer Applied as Payment (RAP) is entered through the AR Entry Program and the client Trust/Retainer account is automatically updated. The updated amount is immediately reflected in all Client-Matter screens and reports in the Billing and Accounts Receivable module. The applicable General Ledger transactions, however, are not created until the RAP is applied to the outstanding invoice and posted. Once applied and posted, the following transactions are created:

Acct #	Retainer Applied as Payment	Debit	Credit
1030	A/R FEES		$1,200.00
2100	UNCOLLECTED FEES	$1,200.00	
1060	A/R EXPENSES		5.00
2110	UNCOLLECTED EXPENSES	5.00	
1065	A/R CLIENT ADVANCES		150.00
3000	FEE INCOME		1,200.00
3100	EXPENSE INCOME		5.00
2050	UNAPPLIED RETAINERS	1,355.00	
	TOTAL	$2,560.00	$2,560.00

Note: If the TAP was created through the Accounts Payable module, the transactions hitting the Client Trust Liability and Trust Bank Account are not created upon posting the TAP. Instead, they are created by the Accounts Payable Module.

3. Trust Applied as Payment (TAP)

When paying an invoice from available "Trust" funds, a Trust Applied as Payment (TAP) is entered through the AR Entry Program and the client Trust/Retainer account is automatically updated. The updated amount is immediately reflected in all Client-Matter screens and reports in the Billing and Accounts Receivable module. The applicable General Ledger transactions, however, are not created until the TAP is applied to the outstanding invoice and posted. Once applied and posted, the following transactions are created:

Acct #	Trust Applied as Payment	Debit	Credit
9001	CLIENT TRUST LIABILITY	$1,355.00	
9000	TRUST BANK ACCOUNT		$1,355.00
1030	A/R FEES		$1,200.00
2100	UNCOLLECTED FEES	$1,200.00	
1060	A/R EXPENSES		5.00
2110	UNCOLLECTED EXPENSES	5.00	
1065	A/R CLIENT ADVANCES		150.00
3000	FEE INCOME		1,200.00

Acct #	Trust Applied as Payment	Debit	Credit
3100	EXPENSE INCOME		5.00
1010	OPERATING ACCOUNT	1,355.00	
	TOTAL	**$3,915.00**	**$3,915.00**

4. Credits (CR) and Write Offs (WO)

Occasionally, an attorney will decide to credit or write off a client's outstanding accounts receivable balance. Credit and Write Off entries are made through the AR Entry Program using a CR (credit) or WO (write off) code. (For information purposes, we will credit all of Invoice 12345). Credit and Write Off transactions are treated in the same manner as payment (PMT) transactions, RAPs and TAPs. When a Credit or Write Off is entered, applied and posted, the following transactions are created:

Acct #	Credit Invoice 12345	Debit	Credit
1030	A/R FEES		$1,200.00
2100	UNCOLLECTED FEES	$1,200.00	
1060	A/R EXPENSES		5.00
2110	UNCOLLECTED EXPENSES	5.00	
1065	A/R CLIENT ADVANCES		150.00
4030	CLIENT ADVANCES WRITTEN OFF	150.00	
	TOTAL	**$1,355.00**	**$1,355.00**

Retainer Deposit (RDP)

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 as 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. This would be treated as a "Retainer Deposit".

When funds are received that are considered to be a "Retainer", the transaction is first entered as a Retainer Deposit (RDP) through the AR Entry Program. The Client-Matter Retainer account is automatically updated. The updated amount is immediately reflected on all Client- Matter screens and reports in the Billing and Accounts Receivable module. The applicable General Ledger transactions are immediately created as follows:

Acct #	Retainer Deposit ($300.00)	Debit	Credit
1010	OPERATING ACCOUNT	$300.00	
2090	UNAPPLIED RETAINERS		$300.00
	TOTAL	**$300.00**	**$300.00**

Trust Account Deposit (TDP)

When a new Client-Matter is set up the system asks for a Trust Account number. This is so the system will know what account to use when trust transactions are entered. When funds are received that are to be deposited into a Trust account, the transaction is first entered as a Trust Deposit (TDP) through the AR Entry Program. The Client-Matter Trust account is automatically updated. The updated amount is immediately reflected on all Client-Matter screens and reports in the Billing and Accounts Receivable module. The applicable General Ledger transactions are immediately created as follows:

Acct #	Trust Deposit ($5,000.00)	Debit	Credit
9000	TRUST BANK ACCOUNT	$5,000.00	
9001	CLIENT TRUST LIABILITY		$5,000.00
	TOTAL	**$5,000.00**	**$5,000.00**

Trust Account Disbursement (TDS)

When trust account disbursements (if you pay something on behalf of the client out of the trust account) are made, the Client Trust account is automatically updated. The updated amount is immediately reflected in all Client-Matter screens and reports in the Billing and Accounts Receivable module. The applicable General Ledger transactions are immediately created as follows:

Acct #	Trust Disbursement ($100.00)	Debit	Credit
9001	CLIENT TRUST LIABILITY		$100.00
9000	TRUST BANK ACCOUNT	$100.00	
	TOTAL	**$100.00**	**$100.00**

Retainer Disbursement (RDS)

When retainer account disbursements are made, the Client Retainer account is automatically updated. The updated amount is immediately reflected in all Client-Matter screens and reports in the Billing and Accounts Receivable module. The applicable General Ledger transactions are immediately created as follows:

Acct #	Retainer Disbursement ($300.00)	Debit	Credit
1010	OPERATING ACCOUNT		$300.00
2090	UNAPPLIED RETAINERS	$300.00	
	TOTAL	**$300.00**	**$300.00**

You should be careful when creating Retainer Disbursements because your cash account will be affected. If you are transferring a retainer amount from one Client-Matter to another, it is a good idea to fully describe the transaction when you enter the Retainer Disbursement. Since ORION does not have a way to create a "Retainer Transfer", you must first enter a Retainer Disbursement (RDS) and then a Retainer Deposit (RDP). A retainer transfer will basically be a "wash" in

the General Ledger accounts. For example, if Client 145 - Matter 1 has a retainer balance of $500.00 and you wish to transfer $250.00 to Client 145 - Matter 2, the following General Ledger transactions will be created:

RDS CLIENT 145 - MATTER 1

Acct #	Retainer Disbursement ($250.00)	Debit	Credit
1010	OPERATING ACCOUNT		$250.00
2090	UNAPPLIED RETAINERS	$250.00	
	TOTAL	**$250.00**	**$250.00**

RDP CLIENT 145 - MATTER 2

Acct #	Retainer Deposit ($250.00)	Debit	Credit
1010	OPERATING ACCOUNT	$250.00	
2090	UNAPPLIED RETAINERS		$250.00
	TOTAL	**$250.00**	**$250.00**

As you can see with the above transactions, the $250.00 is taken out of the Operating Account with the RDS and immediately put back in with the RDP.

Accounts Payable - Cash Basis

In cash basis systems, no General Ledger transactions are created until a check is written. At that time, cash is credited and the account or accounts listed in the distribution of the voucher are debited. If the check is voided and the transactions created for the original check have been transferred to the General Ledger, reversing General Ledger transactions are created. If the original transactions have not yet been transferred to the General Ledger, they are just deleted.

If a "CA" code is used in the voucher distribution, a client advance transaction is created in the Billing and Accounts Receivable module for the Client-Matter associated with the code as soon as the voucher is posted. If this voucher is voided, the system deletes the client advance transaction from the Billing and Accounts Receivable module if it has not yet been billed to the Client. If it has already been billed, a credit (CR) transaction is created in the Billing and Accounts Receivable module which must then be applied and posted to an outstanding invoice.

Trust and retainer transactions can also be entered through the Voucher Entry program. The following details the transactions created for each type of entry.

Trust Disbursement (TDS)

If a trust disbursement is made through the Accounts Payable module you must use the Trust Account Bank Code in the Voucher Entry Program. You must also enter the Client-Matter number and choose the TDS code rather than a CA code. Upon posting the voucher, the Client-Matter Trust account balance is reduced by the amount of the TDS. The Trust ledger will display an entry showing the date, voucher number and the amount of the voucher. When the check is written, the following transactions are created:

Acct #	Trust Check ($100.00)	Debit	Credit
9001	TRUST BANK ACCOUNT		$100.00
9000	CLIENT TRUST LIABILITY	$100.00	
	TOTAL	**$100.00**	**$100.00**

Trust Applied as Payment (TAP)

You enter a TAP code in the voucher distribution if the check is written to the firm to pay off its invoice. This entry will reduce the Client's trust account in the Billing and Accounts Receivable module, reduce the amount in the trust cash account and increase cash in the operating account. For example, if a voucher is created to pay off Invoice 12345 described in Paragraph I.A. above, the following General Ledger transactions will be created at the time the check is written:

Acct #	TAP Created in AP ($1,355.00)	Debit	Credit
9001	TRUST BANK ACCOUNT		$1,355.00
9000	CLIENT TRUST LIABILITY	$1,355.00	
	TOTAL	**$1,355.00**	**$1,355.00**

When the TAP is applied against the invoice in the Billing and Accounts Receivable module the following transactions will be created:

Acct #	TAP Applied in Billing ($1,355.00)	Debit	Credit
1030	A/R FEES		$1,200.00
2100	UNCOLLECTED FEES	$1,200.00	
1060	A/R EXPENSES		5.00
2110	UNCOLLECTED EXPENSES	5.00	
1065	A/R CLIENT ADVANCES		150.00
3000	FEE INCOME		1,200.00
3100	EXPENSE INCOME		5.00
1010	OPERATING ACCOUNT	1,355.00	
	TOTAL	**$2,560.00**	**$2,560.00**

Payment of a Voucher

Entry of a voucher in the Accounts Payable module has no effect on the General Ledger until the voucher is actually paid. However, as soon as a voucher is entered and posted, the appropriate Client-Matter file in the Billing and Accounts Receivable module is updated. Payment of any voucher in Accounts Payable creates a transaction debiting the proper expense accounts and crediting the proper cash account. If you pay a voucher for $500.00 from your main operating account, the following transactions are created:

Acct #	Check #1234 ($500.00)	Debit	Credit
7000	RENT	$500.00	
1010	OPERATING ACCOUNT		$500.00
	TOTAL	**$500.00**	**$500.00**

Once checks are written and verified as okay, they are automatically updated and posted in the Accounts Payable module. Writing checks or voiding them does not affect the Billing and Accounts Receivable module. In order for the Billing and Accounts Receivable module to be affected, the Voucher must be posted.

Voiding a Check

Voiding a check for $500.00 creates the following transactions:

Acct #	Void Check #1234 ($500.00)	Debit	Credit
7000	RENT		$500.00
1010	OPERATING ACCOUNT	$500.00	
	TOTAL	**$500.00**	**$500.00**

When you void a check, the voucher is reset to an unpaid (open) status. You may also void the voucher when you void the check if you do not plan to pay it. See the previous sections for the effect of voiding a voucher.

Adjustment of a Paid Voucher

ORION allows you to adjust the distribution of a voucher after it has been paid. You may adjust the General Ledger accounts or Client-Matters that the voucher was distributed to but you may not adjust the amount of the voucher. If voucher 1010 is paid and then adjusted to be distributed to a Client-Matter rather than rent, the following transactions are created:

Acct #	Voucher 1010 ($500.00)	Debit	Credit
7000	RENT	$500.00	
1050	UNBILLED CLIENT ADVANCES		$500.00
	TOTAL	**$500.00**	**$500.00**

At the time this voucher is adjusted and posted, a client advance transaction is created in the appropriate Client-Matter file in the Billing and Accounts Receivable module.

Adjustment of Unpaid Client Advance Vouchers

When a voucher containing a client advance is adjusted, the amount of the adjustment is reflected in the appropriate Client-Matter file in the Billing and Accounts Receivable module. If the client advance has not yet been invoiced to the Client, the client advance will be adjusted by amount or deleted. If the client advance has already been invoiced to the Client, ORION creates a credit (CR) transaction.

Note: It is important that credit (CR) transactions created by the Accounts Payable module be applied against client advances accounts receivable. If they are not, you will experience an out-of-balance situation with your client advance accounts.

Accounts Payable - Accrual Basis

In accrual basis systems, General Ledger transactions are created when new vouchers are posted and when checks are written. If a "CA" code is used in the voucher distribution, a client advance transaction is created in the Billing and Accounts Receivable module for the Client-Matter associated with the code at voucher posting. If this voucher is voided, the system deletes the client advance transaction from the Billing and Accounts Receivable module if it has not yet been billed. If the transaction has already been billed, a credit is created in the Billing and Accounts Receivable module which must then be applied and posted to an outstanding invoice.

The following illustrates the General Ledger transactions created for each type of Accounts Payable task.

Entering Vouchers

As soon as a Voucher is entered and posted in Accounts Payable, ORION creates a General Ledger transaction. If a firm expense is entered, the program creates the following transactions:

Acct #	Voucher 1010 ($500.00)	Debit	Credit
7000	RENT	$500.00	
2050	ACCOUNTS PAYABLE		$500.00
	TOTAL	**$500.00**	**$500.00**

If a client advance (CA) code is used in the distribution of a voucher, ORION creates the following transactions:

Acct #	Voucher 1011 ($200.00)	Debit	Credit
1050	UNBILLED CLIENT ADVANCES	$200.00	
2050	ACCOUNTS PAYABLE		$200.00
	TOTAL	**$200.00**	**$200.00**

An entry in the appropriate Client-Matter file in the Billing and Accounts Receivable module is automatically created when the voucher is posted. Entries in the Billing and Accounts Receivable module that have been created by the Accounts Payable module cannot be deleted.

Payment of a Voucher

Payment of any voucher in Accounts Payable creates a General Ledger transaction that debits the accounts payable account and credits the appropriate cash account. If you pay a voucher for $500.00 from your main operating account, the following transactions are created:

Acct #	Check #1234 ($500.00)	Debit	Credit
2050	ACCOUNTS PAYABLE	$500.00	

Acct #	Check #1234 ($500.00)	Debit	Credit
1010	OPERATING ACCOUNT		$500.00
	TOTAL	**$500.00**	**$500.00**

Once checks are written and verified as okay, they are automatically updated and posted in the Accounts Payable module. Writing or voiding checks does not affect the Billing and Accounts Receivable module.

Adjustment of an Unpaid Firm Expense Voucher

Adjustments can be made to any open voucher. This includes voiding the voucher completely. A reduction (decrease in amount) of an unpaid voucher by $300.00 creates the following transactions:

Acct #	Voucher 1010 ($300.00)	Debit	Credit
7000	RENT		$300.00
2050	ACCOUNTS PAYABLE	$300.00	
	TOTAL	**$300.00**	**$300.00**

An increase of an unpaid voucher by $150.00 creates the following transactions:

Acct #	Voucher 1010 ($150.00)	Debit	Credit
7000	RENT	$150.00	
2050	ACCOUNTS PAYABLE		$150.00
	TOTAL	**$150.00**	**$150.00**

Voiding an unpaid voucher (Voucher 1010 for $500.00) creates the following transactions:

Acct #	Voucher 1010 ($500.00)	Debit	Credit
7000	RENT		$500.00
2050	ACCOUNTS PAYABLE	$500.00	
	TOTAL	**$500.00**	**$500.00**

Adjustment of Unpaid Client Advance Vouchers

When a voucher containing a client advance is adjusted, the amount of the adjustment is reflected in the appropriate Client-Matter file in the Billing and Accounts Receivable module. If the client advance has not yet been invoiced to the Client, the client advance will be adjusted by the amount or deleted. If the client advance has already been invoiced to the Client, ORION creates a credit (CR) transaction.

Voiding an unpaid client advance voucher creates the following transactions:

Acct #	Voucher 1011 ($200.00)	Debit	Credit
2050	ACCOUNTS PAYABLE	$200.00	
1050	UNBILLED CLIENT ADVANCES		$200.00
	TOTAL	**$200.00**	**$200.00**

Note: It is important that credit (CR) transactions created by the Accounts Payable module be applied against client advances accounts receivable. If they are not, you will experience an out-of-balance situation with your client advance accounts.

Adjustment of a Paid Voucher

ORION allows you to adjust the distribution of a voucher after it has been paid. You may adjust the General Ledger accounts or Client-Matters that the voucher was distributed to but you may not adjust the amount of the voucher. If voucher 1010 is paid and then adjusted to be distributed to a Client-Matter rather than rent, the following transactions are created:

Acct #	Voucher 1010 ($500.00)	Debit	Credit
7000	RENT	$500.00	
1050	UNBILLED CLIENT ADVANCES		$500.00
	TOTAL	**$500.00**	**$500.00**

At the time this voucher is adjusted and posted, a client advance transaction is created in the appropriate Client-Matter file in the Billing and Accounts Receivable module.

Voiding a Check

Voiding a check for $500 creates the following transactions:

Acct #	Check #1234 ($500.00)	Debit	Credit
1010	OPERATING ACCOUNT	$500.00	
2050	ACCOUNTS PAYABLE		$500.00
	TOTAL	**$500.00**	**$500.00**

When you void a check, the voucher is reset to an unpaid (open) status. You may also void the voucher when you void the check if you do not plan to pay it. See the previous sections for the affect of voiding a voucher.

Trust and Retainer Transactions

Trust and Retainer transactions can also be created in the voucher entry program. The following details the transactions created for each of these entries.

1. Trust Disbursement (TDS)

If a trust disbursement is made through the Accounts Payable module you must use the Trust Account Bank Code in the Voucher Entry Program. You must also enter the Client-Matter number and choose the TDS code rather than a CA code. Upon posting the voucher, the Client-Matter trust account balance in the Billing and Accounts Receivable module is reduced by the amount of the TDS. The Trust ledger will display an entry showing the date, voucher number and the amount of the voucher. When the voucher is posted, the following transactions will be created:

Acct #	Voucher 1012 ($100.00)	Debit	Credit
2050	ACCOUNTS PAYABLE		$100.00
9001	CLIENT TRUST LIABILITY	$100.00	
	TOTAL	**$100.00**	**$100.00**

2. Trust Applied as Payment (TAP)

A TAP code is used in the voucher distribution if the check is being written to the Firm to pay off its invoice. This entry will reduce the Client's Trust account in the Billing and Accounts Receivable module, credit the Trust Cash account and debit the operating account. For example, if a voucher is created to pay off Invoice 12345 described in Paragraph I.A., above, the following General Ledger transactions will be created:

Acct #	Voucher 1013 ($1,355.00)	Debit	Credit
2050	ACCOUNTS PAYABLE		$1,355.00
9001	CLIENT TRUST LIABILITY	$1,355.00	
	TOTAL	**$1,355.00**	**$1,355.00**

When the check is written for either of the two previous vouchers (1012 and 1013), the following transactions are created:

Acct #	Check for Voucher 1012 ($100.00)	Debit	Credit
2050	ACCOUNTS PAYABLE	$100.00	
9000	TRUST CASH ACCOUNT		$100.00
	TOTAL	**$100.00**	**$100.00**

Acct #	Check for Voucher 1013 ($1,355.00)	Debit	Credit
2050	ACCOUNTS PAYABLE	$1,355.00	
9000	TRUST CASH ACCOUNT		$1,355.00
	TOTAL	**$1,355.00**	**$1,355.00**

The Client Trust account used is determined by the General Ledger account defined in the Matter file.

3. TAP Application

When a TAP created in the Accounts Payable module is applied in the Billing and Accounts Receivable module, the following transactions are created:

Acct #	TAP Applied in Billing ($1,355.00)	Debit	Credit
1030	A/R FEES		$1,200.00
2100	UNCOLLECTED FEES	$1,200.00	
1060	A/R EXPENSES		5.00
2110	UNCOLLECTED EXPENSES	5.00	
1065	A/R CLIENT ADVANCES		150.00
3000	FEE INCOME		1,200.00
3100	EXPENSE INCOME		5.00
1010	OPERATING ACCOUNT	1,355.00	
	TOTAL	**$2,560.00**	**$2,560.00**

Index

Index

Orion Law Management Systems, Inc.

Index

Orion Law Management Systems, Inc.