

## Office Totals Report

**Like all reports, we suggest you experiment with selection criteria and running the reports. You can't hurt anything.**

**Purpose:** The Office Totals Report is a summary of all financial activity for your office.

**Options:** To be printed for the calendar year to the date you select. Default; current date. You can select any year. The report will produce a report for all months to that month for that year.

**Report Contains:** Number of Clients - Open, Closed, Active, Opened YTD, Closed YTD Total Clients Open and Closed | Retainers Billed and Unbilled - Month to Date Deposits, Year to Date Deposits, Retainer Balance (all clients for report date) | Trusts Billed and Unbilled - Month to Date Deposits, Year to Date Deposits, Trust Balance (all clients for report date) | Payment Received Month to Date and Year To Date (includes money transferred from Retainers and Trusts that became payments). | Payments Applied To Statements \*(refer below) | Charges Billed and Unbilled MTD and YTD | Accounts Receivable Open Clients Only (total amount billed and still owed by all clients to the office) aged 120 days and over, 90 days, 60 days, 30 days, current and Total Unpaid Balance (again these are actual bills sent to client that have not yet been paid) | Unbilled Open Clients Only (these amounts have not yet been billed) aged 120 days and over, 90 days, 60 days, 30 days, current and Total Unbilled Balance.

### Running Report:

**Date :** The default date is the current date. Use the down arrow to select other dates.

**Click on Display Report (top of these selection criteria).**

**Printing Reports:** All reports display in PDF and can be printed like any PDF.

**Searching Reports:** You can search in PDF report by entering Control F and entering your search word in the search box (for Macs use Command F).

**\*Not all payments received during the month pay for Fees, Costs and Late Payment Charges during that month. Almost all offices have some credit balances from prior months that pay for Fees and Costs during the current month. Almost all offices have posted current payments which become payment credits until they apply in other months. If an Office posts all Payments to the Clients' Trust and/or Retainer Accounts the MTD Payments and YTD Payments will always equal the total of Payments Applied to Fees, Costs and Late Charges MTD and YTD.**

End 2/11/16