

Accounts Receivable Reporting and 1099

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1099 Reporting in Q-Law

- A 1099 is required to be sent to all entities who received payments from your firm during the prior calendar year.
 - A 1099 report is available for clients in your system.
 - A 1099 report is available for attorneys in your system.
 - The report summarizes the total dollar amount of payments made to the client or attorney.

Accounts Receivable (AR) Report

- A new AR report is being released in January 2022
 - In the 01-18 Q-LawE release
 - In the 01-31 Q-Law release
- AR report – allows a detailed review of all AR by client grouping for a selected period of time (Month or Year).
- AR payment report – allows a detailed report by client grouping for a selected period of time (Month or Year).

AR report screen

AR report

Examine AR Exit

Report dates from to !

AR_report where invoices and payments posted after end date are excluded
 AR_report include only invoices created in period selected.
 In report output exclude showing paid in full invoices, but include in totals

Autofix

AR report a number of new fields:
Table trans - Invtype = REMIT
 Transcharge - sum of rfee+rsuitfee + cost
 Transfee - sum of rfee+rsuitfee
 Transcost- sum of cost
 Transpaid - amounts reflected paid when posting client invoice payments
 Transwriteoff - amounts reflected as written off in the trans table
Table bitem - Invtype = HBILL
 Hourcharge - sum of fee + cost
 Hourfee - sum of fees
 Hourcost- sum of cost
 bitempaid - amounts reflected paid when posting client invoice payments
Table btrust and btrudet
 btrustpaid - sum of invoice payments posted in btrust or btrudet
 btrustpostpaid - sum of invoice payments posted in btrust or btrudet after the end date and excluded from AR
 btrustrecon - the btrust item shows a reconciled date

Report output are saved in .user home folder with report name of ar_report.xls

AR Payments only
AR payments by client for perid (report dates)

Questions & Answers

For this presentation, questions during the demonstration are encouraged.

Please propose your questions in the Zoom chat to everyone.



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