

Guide to Case Management System Financials

The relevant menus for neutrals and representatives are Deposits and Invoices. You can ignore (minimize) Payments and Commissions by clicking on the down arrow (far left) next to these terms. See example below.

Key Terms

Approved: Payment is in process or has been made. Payments can be tracked through Anybill so the status on the case site is no longer changed to paid.

Received: Payment will be approved upon receipt of deposits sufficient to cover it. (Older invoices are listed as “Submitted”)

Available Balance (bottom right): Deposits less *approved* invoices. In the example below, deposits equal \$150 and the sum of approved invoices is \$50 (\$10 + \$5 + \$35) so the difference is \$100.

Available Balance does not include Received invoices even though they are reflected on the bottom line.

| | DATE | ID NUMBER | CREATED BY | TYPE | ON BEHALF OF | DESCRIPTION | TIME | EXPENSE | NEUTRAL DUE | AHLA DUE | AMOUNT | INVOICE STATUS |
|--------------------------|------------|-------------|---------------|--------|--------------|-------------|---------|---------|-------------|----------|------------------------------------|----------------|
| Deposits (2) | | | | | | | | | | | | |
| <input type="checkbox"/> | 10/24/2018 | TRX-0012031 | Geoff Drucker | Escrow | test | | | | | | \$100.00 | |
| <input type="checkbox"/> | 10/24/2018 | TRX-0012035 | Geoff Drucker | Escrow | Test 2 | | | | | | \$50.00 | Approved |
| | | | | | | | | | | | Total: | \$150.00 |
| Invoices (3) | | | | | | | | | | | | |
| <input type="checkbox"/> | 10/24/2018 | TRX-0012032 | | | | Test 1 | \$10.00 | \$5.00 | \$13.20 | \$1.80 | | Approved |
| <input type="checkbox"/> | 10/24/2018 | TRX-0012036 | | | | test 2 | \$35.00 | | \$28.70 | \$6.30 | | Approved |
| <input type="checkbox"/> | 10/24/2018 | TRX-0012041 | | | | test | \$12.00 | \$6.00 | \$15.84 | \$2.16 | | Received |
| | | | | | | | \$57.00 | \$11.00 | \$57.74 | \$10.26 | | Total: |
| Payments (3) | | | | | | | | | | | | |
| Commissions (3) | | | | | | | | | | | | |
| Grand Total: | | | | | | | \$57.00 | \$11.00 | \$57.74 | \$10.26 | Available Balance: \$100.00 | |