



OPERATING OUT: REFUNDS

In This Document:

Learn how to process refunds.

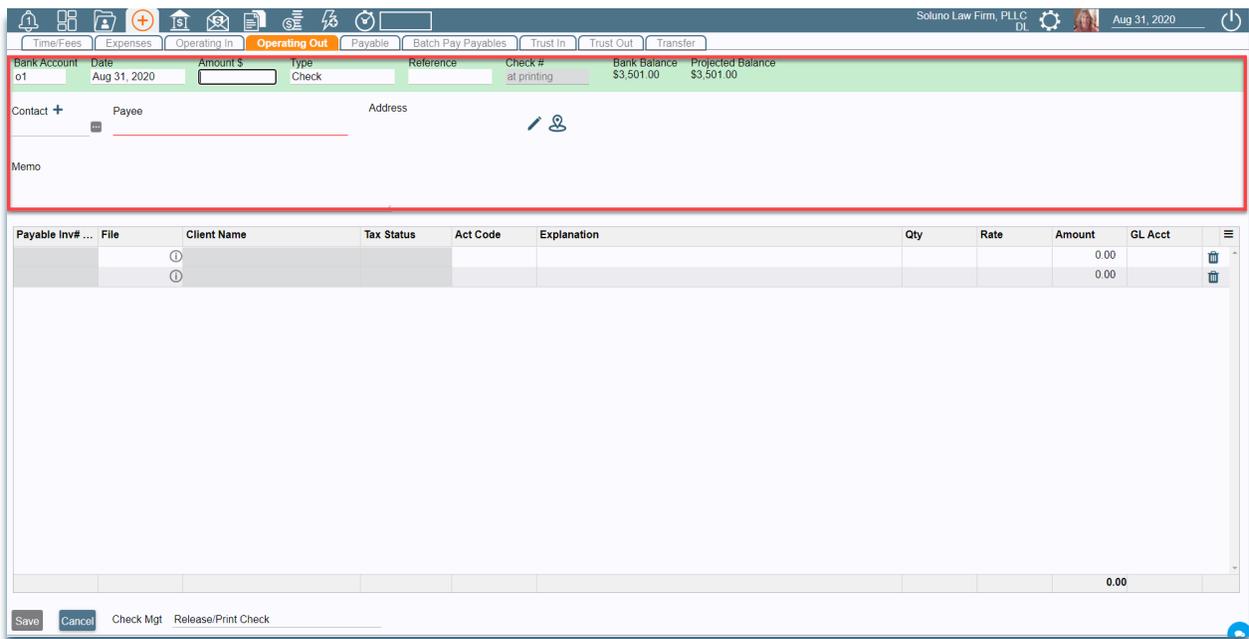
OVERVIEW

With Soluno® you can easily refund any outstanding operating retainers on a file without impacting your expense reporting. To do this, simply go to **ADD ENTRIES** → **OPERATING OUT**.



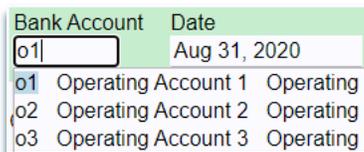
There are two sections on the Operating Out screen; the **CHECK ENTRY** area at the top, and the **CHECK ALLOCATION** section at the bottom.

CHECK ENTRY



The check entry process to create a refund is similar to the process described in the Check Entry section of the *Operating Out* document.

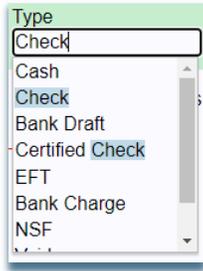
BANK ACCOUNT: Select the account where the funds will be refunded from.



DATE: Enter the date of the transaction.

AMOUNT \$: Enter the amount to be refunded.

TYPE: This field allows you to choose the format of the payment.



REFERENCE: This is an optional field which can be used as a reference if the firm requires an additional field for information on funds going out.

CHECK #: This field displays a numbering convention to help track the checks which have entered. It is automatically populated based on the type of payment selected in the **TYPE** field.

Note: You can manually change the Check # for certain types of transactions, except for printed checks. You will only be able to change the check number once the printed check has been saved.

BANK BALANCE AND PROJECTED BALANCE: These two informational headings allow you to see the current balance for the selected account (Bank Balance), and the balance after the check is processed (Projected Balance).

CONTACT: Select the contact who will receive the refund.

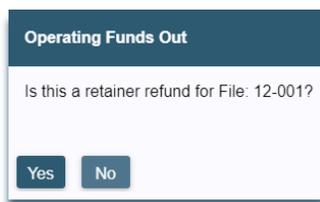
PAYEE: This field will auto-fill when a Contact is selected.

MEMO: This area is where you can enter any notes pertaining to the refund.

CHECK ALLOCATION

Soluno automatically populates the Check Allocation area with all relevant information. Add or adjust any active fields, as necessary. For a full breakdown of each field, refer to Check Allocation section of the *Operating Out* document.

Select the file being refunded, hit tab, and the following prompt will appear:



Select **YES**. Soluno will know the entry is not an expense but is still associated with the file.

To see how much retainer is remaining on the file, click on the **INFORMATION ICON** in the file field.



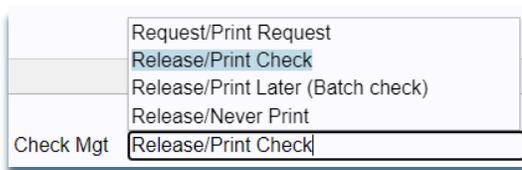
The retainer amount is listed as unbilled payments.

Note: The GL ACCT (General Ledger) is automatically assigned and is grey-out, as the system knows that this entry is a refund.

File	Client Name	Tax Status	Act Code	Explanation	Amount	GL Acct
12-001	Middleton, Kate	Exempt		refund of retainer	243.00	5010.rtnr

CHECK MANAGEMENT

The CHECK MANAGEMENT (CHECK MGT) field provides you with various options for processing checks.



REQUEST: If the administrator has set up the Request and Release function for all outbound expenditures, select **REQUEST** to put the check in queue for release.

Note: To learn how to enable the Request and Release feature, refer to the *Administrator Settings – Firm* document.

RELEASE/PRINT NOW: This option processes the check and prints it immediately. A prompt will pop up confirming check number.

RELEASE/PRINT LATER (BATCH CHECK): Choose this option to process the check immediately while saving the entry to be printed on a check later.

RELEASE/NEVER PRINT: This option processes the check but will not create the image to be printed (EFT, certified check, and bank charge are entry types which would not require a printed check).



Once satisfied with the amount of the refund, select **SAVE**. The refund is then complete.

The refund is shown on the client ledger as a negative operating receipt.