The original All-in-One®
Software Suite for
Case and Financial Management

Back Office Product Sheet

Time & Billing

Product Features

- Data entry can be centralized or distributed to timekeeper or secretarial workstations
- Text editing is supported by a dynamic spell checker, auto-correct, legal words dictionary, and text shortcuts to ensure high quality time slips
- Bill groups for editing, printing or posting based on clients, matters, billing attorneys, and more, in one step
- WIP transaction filters for editing by working attorneys, date ranges, task, and activity codes
- Comprehensive split billing supports spreading fees and costs across multiple clients and matters
- Extensive library of bill formats provides paragraph billing, trust application, interest, narrative, and more
- Applies and manages trust funds accurately according to industry and legal standards
- Comprehensive reports library for analyzing the firm's billing operations and management

Efficient billing workflow combined with accurate tracking of time and expense records are signs of a well-run firm. Great systems should allow for effortless transaction processing, thereby ensuring firms capitalize on every potential opportunity to maximize revenue. Equally important is the ability to easily and accurately produce bills and monitor the revenue they produce. Poor systems are cumbersome, so managing time and expenses becomes difficult, billable monies are missed, cost advances are not efficiently recovered, and profits are lost.

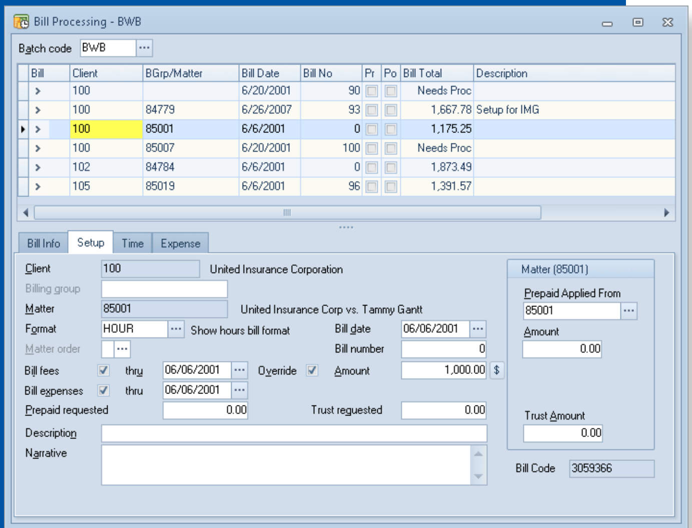
PerfectLaw® Time & Billing is a full-featured billing system which offers an easy-to-use, intuitive interface, several automatic time capturing features to ensure accurate tracking of daily activities, and the ability to request and apply trust and retainer funds. The cash receipts processor applies client payments at the timekeeper level, allowing for accurate, comprehensive attorney productivity reporting. And, with the added synergy only an All-in-One® system can provide, PerfectLaw® Time & Billing automatically creates time entries for front office workflow processes, profiles bills, allows users to work both on and offline, and much more.

Benefits

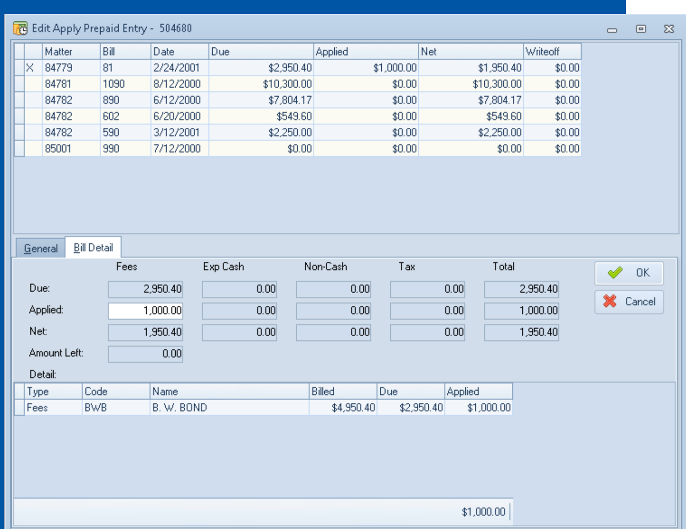
- Simple, efficient time keeping system for attorneys
- Powerful bill editing and processing design promotes maximum productivity
- Attractive, easy to read bill formats result in fewer client questions and faster payment
- Flexible drill-down report analysis options promote better informed decisions
- Trust, retainer, and unapplied fund standards and regulations ensures compliance with ethical practices
- Flexible billing allows for editing and reprinting as often as needed before posting, minimizing the need for reverse billing

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

www.perfectlaw.com
1.800.749.6200



The bill processing interface displays billing information in an easy to use interface.



Cash receipt processing functions are completed in one location with an intuitive interface.

Functions

- Real-time stopwatch to track time on activities in progress
- Electronic billing that includes several industry standard formats
- Client and matter level billing
- **Attach images of invoices and other supporting documentation to client bills with Paperless Workflow®**
- Task based and electronic billing
- Trust and retainer tracking and accounting
- Export bills in multiple formats
- Record and monitor retainer balances
- Report and analyze attorney productivity for work-in-process, billing, and cash receipts
- **Business Intelligence analytics for analysis of billings, receivables, and attorney productivity**
- Monitor and capture cost recovery for client-related expenditures
- Time values are automatically calculated during data entry and editing
- Audit log of timeline changes recording who made what changes when
- Transfer time and expenses from one matter to another in one step
- Trust and prepaid/retainer tracking of funds applied to bills
- Apply and/or reallocate cash receipts by client, matter, or bill with audit tracking
- Interface to popular cost capturing products such as Equitrac or CopyTrac, to automatically recover copy, fax, phone, and postage charges

Synergy

- Search for and manage bills, accounts payable invoice images, and other back office documents using a full featured Document Management System
- Append copies of A/P invoice images to bills and vendor records automatically with A/P Check & Invoice Imaging module
- Alert users real-time when time entries contain 'non-compliant words' or when task budgets are approaching a predefined threshold with the Billing Guidelines and Compliance Module
- Record your time remotely or off-line with PLMobile®, PLSync or Microsoft Terminal Services
- View workload hours, billed/unbilled hours and values, and receipts in PerfectLaw's AIM® case management software
- Automatically capture and track time as you create documents, review email, make phone calls, and complete appointments with AIM® timers

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