

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

Back Office Product Sheet



A/P Check & Invoice Imaging

Product Features

- Invoices are scanned and stored in a designated network folder for processing
- PerfectLaw® Accounts Payable (A/P) reads the network directory of scanned invoices, then stores them in the Document Management System (DMS) and A/P databases so that it can display an image of the invoice on the screen during the invoice entry process
- Users can select client bill formats that append a thumbnail image of the vendor invoice as the bill is created
- Users can instantly display, print, or email scanned invoices and signed checks used as payment from within the vendor file in A/P, or from the DMS using standard DMS searches

Staggering numbers of paid vendor invoices, as well as the copies of the signed checks that paid them, can create a major processing problem that is often-overlooked. At the same time, the need to respond quickly and accurately to clients' inquiries about vendor payments and requests for supporting documentation is critical. The consequences of a poorly organized system include not just excessive labor and storage costs, but also the negative impact on client goodwill from delays caused by inefficient tracking efforts.

The AP Invoice and Check Imaging feature enhances PerfectLaw® Paperless Workflow® by providing users with effortless imaging of hard copy invoices and signed checks. Invoices are scanned in batches as users process new entries, and corresponding payment checks are scanned via an automated batch process once printed and signed. All tracking is then done electronically, providing the staff with the responsiveness they need and want.

Benefits

- Easily retrieve and email or reprint imaged invoices and signed checks, saving time and ensuring prompt responsiveness to clients' requests
- Reduces storage costs
- Eliminates manual processing and filing of paper-based invoices
- Reproduce lost documents on demand
- Increases efficiency of invoice processing, billing, accounting, and auditing
- Saves time by improving the speed of invoice and signed check retrieval

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

www.perfectlaw.com
1.800.749.6200

Paperless Workflow® cover sheet contains profile and routing information.

EXECUTIVE DATA SYSTEMS, INC. PerfectLaw Imaging Cover File: IMCGOV
 Ran: 2/16/2006 3:18:40 PM

Document Name: Original Documents
 Client: 1238 Big Box Corp
 Matter: 000141 Musical Horn Box US UTL CIP
 Date: 2/16/2006
 Author: BWD Bradley W. Bond

Notes: Please find attached all original documents including a copy of the current version of your patent including the draft drawings.

Email Notifications: TO: EXECUTIVE DATA SYSTEMS, INC. >> webmaster@PerfectLaw.com

Instructions:
 Attach this printout as cover page of your document.
 Scan all of the document pages with this file being the first scanned page.
 Keep the set together when archiving hard copy.

Functions

- Invoice images are stored for easy searching and retrieval, reprinting, and emailing to clients
- Images are linked to vendors, matters and clients for quick lookup
- Scanned invoices automatically appear when entering new invoices
- Conveniently append thumbnail images of invoices to a client bill
- Email a copy of an invoice, quickly and easily
- Invoice images can be stored simultaneously in the Back Office and Front Office systems with PerfectLaw® All-in-One®

Edit Invoice Entry 1500517

Vendor: TRANSIT
 Name: TRANSIT AIR CARGO
 Check Acct: OP Operating Account Bill Image ✓
 Address: 2204 E. FOURTH STREET Inv. Date: 06/15/2012
 SANTA ANA, CA 92705 Dye Date: 06/30/2012
 Batch ID: Post Date: 06/15/2012
 Inv. No.: 176281D Inv. Total: 618.25 Ok to Pay Y Pay
 Separate Check

Client	Matter	Exp	Amount	Description
100	84779	MESS	\$518.25	Lawnet 2012 Trade Show
100	84779	MESS	\$100.00	Lawnet 2012 Trade Show

INVOICE

TRANSIT AIR CARGO, INC.

2204 E. Fourth Street, Santa Ana, CA 92705 Phone (800) 247-1600 Fax (714) 571-6396
 Invoicing System: National Invoicing System
 Invoicing Reference: 176281D

INVOICE NO. 176281D

PKC UP DATE Thursday - 06/15/12 DELIVERY DATE Friday - 06/15/12
 PKC UP TIME 12:00 (SPT) DELIVERY TIME 9:00 to 14:00

1 From: BOND, DERHAM LEVY & DELANE Delivery: BOND, DERHAM LEVY & DELANE
 Address: 1305 E. SHARROTT DRIVE JAVAYTOWN US 09531-2003
 PHOENIX AZ 85054
 Contact: BRENDA ALLEN Phone: 305-555-5555 Fax: 305-555-4444
 Show: LAMMTRON South #117 Street: 205-555-5555
 Group: GDS BOND SERVICES Instructions: DRIVER GO TO FRONT DESK FOR INSTRUCTIONS. THEIR CLOSER AT HIM (CLOSED ON 9504 FOR LABOR DAY)

2 To: BOND, DERHAM LEVY & DELANE
 224 MAIN STREET
 JANAYTOWN US 09531-2003
 Attn: BRENDA ALLEN Phone: 305-555-5555 Fax: 305-555-4444
 Group: GDS BOND SERVICES Instructions: DRIVER GO TO FRONT DESK FOR INSTRUCTIONS. THEIR CLOSER AT HIM (CLOSED ON 9504 FOR LABOR DAY)

INVOICE TOTAL \$618.25
 Balance Due \$618.25
 Payment Due \$618.25

NET DUE 15*

Vendor Account

Vendor Code: FEDEX Name: FEDERAL EXPRESS CORPORATION
 Sort Name: FEDEXPCOR

Address Other Invoices Checks Notes

Chk. No.	Date	Name	Amount	Acct	Status	Void/Recon
1071	6/13/2001	FEDERAL EXPRESS CORPORATION	898.49	OP		
1072	6/13/2001	FEDERAL EXPRESS CORPORATION	11,383.43	OP R		6/6/2001
1094	7/5/2001	FEDERAL EXPRESS CORPORATION	4,895.28	OP		
1100	7/20/2001	FEDERAL EXPRESS CORPORATION	25.00	OP		
1119	6/14/2001	FEDERAL EXPRESS CORPORATION	50.00	OP		

YOUR FIRM NAME HERE

1040

DATE	AMOUNT	STATUS	REMARKS
05/29/01	\$ 108.12		
05/29/01	\$ 54.75		
05/29/01	\$ 14.25		
05/29/01	\$ 22.50		
05/29/01	\$ 178.25		
05/29/01	\$ 88.50		
05/29/01	\$ 200.00		
05/29/01	\$ 130.12		
05/29/01	\$ 102.00		
05/29/01	\$ 99.87		
05/29/01	\$ 176.50		

YOUR FIRM NAME HERE

1040

AMOUNT DUE \$5,475.25

DATE DUE 05/29/01

Invoices are scanned and appear in the invoice entry window.
 Scanned checks are linked to the vendor file for reference.

PERFECTLAW®

ALL-IN-ONE® SOFTWARE

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