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

Back Office Product Sheet

Collections

Product Features

- Scheduling collection-related events is easy with the standard collections rules and rule creation/modification interface
- Bill-related notes, client notes, and billing contact notes can be entered with a time/date stamp and are available for future reference within the collections application
- Collection detail is sorted by bills, receipts and write-offs to easily locate a client-related transaction
- Users can easily see a client's prepaid balance, trust balance, date and amount of last payment and total balance-due on one screen
- Total information is readily available for individual invoices, including date, total amount of bill, amount written off, relieved, days past due, last payment date, and payment amount
- Users can easily switch between bills, receipts, and write-offs to review information and run reports
- Quickly and easily merge information into collection correspondence
- Print additional correspondence, such as selected or all outstanding bills and mail or send as email attachment to billing contact
- In addition to running receipt or writeoff history reports, users can also run accounts receivable (A/R) aging reports for review, which can include all or selected collection notes

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

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Virtually every law firm finds collections to be an arduous undertaking of invoicing, tracking bills, documenting activities and processing paperwork. Because of the time and labor involved, some firms even outsource their collection efforts for a percentage of funds, substantially reducing their own profit.

PerfectLaw® provides all the necessary collection ingredients to help streamline the collections process into one application. With PerfectLaw® Collections, users have all the elements needed to review outstanding bills and amounts owed. And, since all information is available from a single interface, accessing any piece of information is efficient. There is no need to manage multiple files or systems to view bills, see payment information, run a report, merge a collection letter, or store collection-related notes. All can be completed with PerfectLaw's Collections application in one location with a single easy-to-use interface.

Benefits

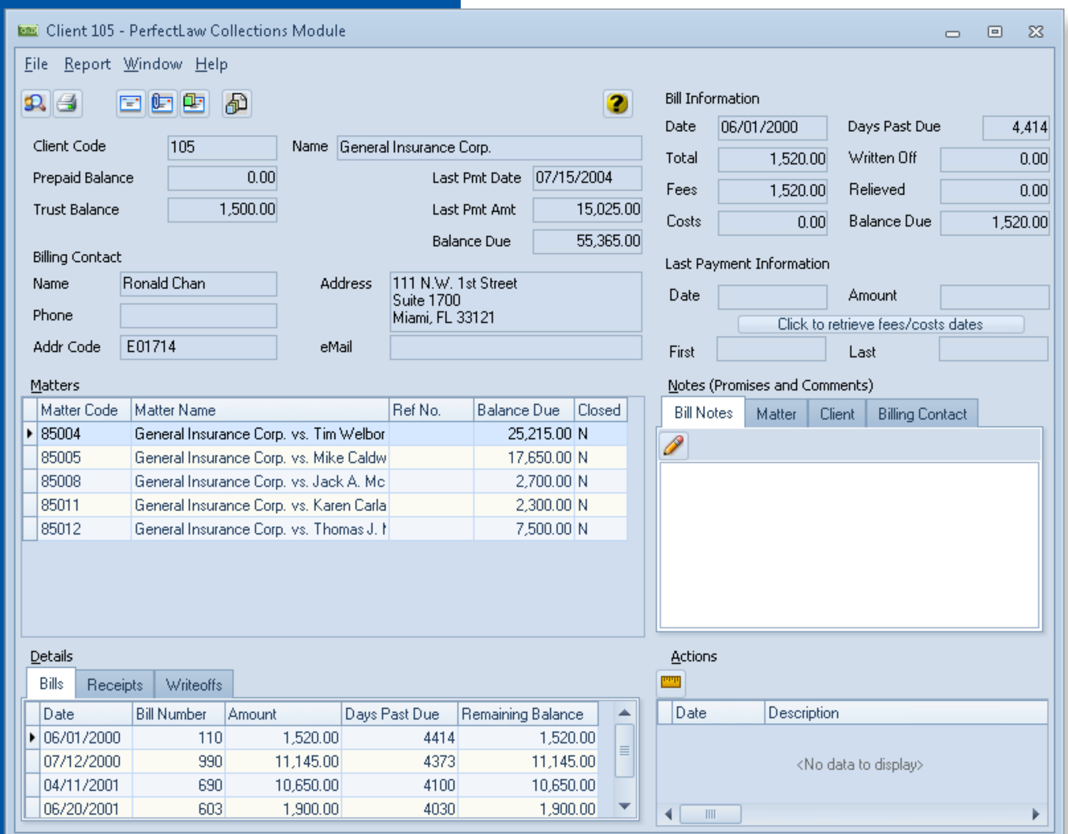
- Information is readily available in one easy-to-use interface
- Efficiently perform collection-related tasks without the need to utilize other applications to access bills, A/R information, reports or to merge a collection letter
- Rule-generated reminder notices ensure that follow-up calls are completed in a timely fashion

Functions

- Schedule and automate collection activities to conform to preset rules
- Store collection-related notes and documentation
- Easily see bill details, late fees and previous payment information, based on a selected bill
- See bills, receipts, late fees and write-offs, based on a selected client
- Easily view billing contact information and history
- Attach bills and other documentation to emails
- Automatically merge client/matter details into correspondence for individual or mass mailings, such as monthly billing, reminders, and late notices

Synergy

- PerfectLaw® Back Office seamlessly communicates with the Collections module providing access to payment and billing information
- PerfectLaw® Management Reporting System allows users to generate reports detailing aged accounts receivable information
- PerfectLaw® Attorney's Information Manager (AIM®) allows for docketing of collections rules for upcoming collection steps
- PerfectLaw® Document Assembly allows users to merge client/matter and billing/payment information into dunning letters and other documents
- PerfectLaw® Document Management allows users to save and profile dunning letters sent to clients during the various collection stages



The Collections module provides an easy-to-use interface which displays all collections-related information in one screen.

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