

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

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