

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

Back Office Product Sheet



Accounts Payable (A/P)

Product Features

- Checking accounts can be secured according to both user and/or functional access for greater flexibility
- Vendor analysis reports can be run at any time for real-time analysis
- Vendor ledgers provide quick answers to what invoices are paid and when
- One-stop bank reconciliation allows you to reconcile checks and deposits, view when checks clear, enter bank charges, and more
- Select invoices for payment by vendor, vendor group or due date
- Release certain client-related invoices for payment only after the client has paid you
- **Attach imaged invoices to check requests from any workstation to minimize processing time**
- **Validate trust check requests by client/matter to prevent comingling and to ensure funds are disbursed only when they are available**
- Prepare 1099 forms and eliminate labor for IRS reporting requirements
- Extensive reporting options for checks, vendor history, disbursements, and aged payables ensure up-to-date information for accurate analysis of expenditures

An efficient Accounts Payable (A/P) system helps oversee and control your firm's cash flow and manage your obligations, with minimal manpower. As part of its Back Office Suite, PerfectLaw® offers A/P as the perfect tool to streamline the payment process from invoice entry to bank reconciliation to help eliminate errors, provide quality reporting, and lower costs. In addition, A/P promotes Paperless Workflow® by imaging and storing vendor invoices for automatic printing with a client matter bill. Finally, All-in-One® synergy guarantees that PerfectLaw® Billing tracks and collects all recoverable client costs.

Benefits

- Supports Paperless Workflow®
- Increase cost recovery
- Prevent duplicate invoice payments
- Increase efficiency and reduce errors by entering recurring costs only once
- **View an image of the invoice during the data entry phase and store checks to the vendor file**

Functions

- Maintain detailed vendor information
- Edit and cancel posted invoices
- Enter distributed check requests from any workstation on the network
- Quickly and easily print, release, and post single checks or groups of checks
- Segregate recoverable client costs
- Select invoices for payment
- Control trust check processing
- View up-to-date checking account balances instantly
- Maintain a complete audit trail
- Manage recurring invoices and payments
- Electronically import vendor invoices (optional)

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

www.perfectlaw.com
1.800.749.6200

Synergy

- A/P invoice images can be appended to the client bills automatically
- A/P analytics supports Business Intelligence tools such as Dashboards, Pivot Tables and OLAP cubes
- Trust checks are automatically requested when a bill is to be paid from trust funds, ensuring the firm is paid without delay

Users can easily view invoices while entering invoice detail. (shown with AP Check & Invoice Imaging feature)

Edit Invoice Entry 1500517

Vendor: TRANSIT
 Name: TRANSIT AIR CARGO
 Check Acct: OP Operating Account
 Address: 2204 E. FOURTH STREET, SANTA ANA, CA 92705
 Inv. No.: 176281D
 Inv. Total: 618.25
 Inv. Date: 06/15/2012
 Due Date: 06/30/2012
 Post Date: 06/15/2012
 Qk to Pay: Y Pay

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

Detail Grid

Invoice Image: TRANSIT AIR CARGO, INC. INVOICE 176281 D. PICK UP TIME: Thursday 06/14/12. DELIVERY DATE: Friday 06/15/12. PICK UP TIME: 8:30 AM. DELIVERY TIME: 11:00 AM. FROM: BOND, DERRHAM, LEVY & DELANE. TO: BOND, DERRHAM, LEVY & DELANE. ADDRESS: 224 MAIN STREET, ANYTOWN, AZ 85054. CONTACT: BRENDA ALLEN. PHONE: 305-555-5555. FAX: 305-555-4444. SPECIAL PRODUCT SHIPPERS. NET DUE 15*

Users can easily view vendor related information in one location. In addition to vendor contact information, users can view past invoices, corresponding checks, notes and more.

Vendor Account

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

Inv No.	Type	Tran Date	Inv Date	Due Date	Amount	Balance	Status	Void/Rec
1000274	INV	3/21/2001	03/21/01	04/20/01	102.85	0.00		
	CHK	6/13/2001		CK-1071	-102.85	0.00		
1000275	INV	3/21/2001	03/21/01	04/20/01	8.50	0.00		
	CHK	6/13/2001		CK-1071	-8.50	0.00		
1000276	INV	3/28/2001	03/28/01	04/27/01	287.74	0.00		
	CHK	6/13/2001		CK-1071	-287.74	0.00		
1000277	INV	4/4/2001	04/04/01	05/04/01	160.66	0.00		
	CHK	6/13/2001		CK-1071	-160.66	0.00		
1000278	INV	4/11/2001	04/11/01	05/11/01	200.18	0.00		
	CHK	6/13/2001		CK-1071	-200.18	0.00		
1000279	INV	4/11/2001	04/11/01	05/11/01	25.50	0.00		
	CHK	6/13/2001		CK-1072	-25.50	0.00	R	6/6/2001
1000280	INV	4/11/2001	04/11/01	05/11/01	481.12	0.00		

Balance: 0.00 Current: 0.00 30 Days: 0.00 60 Days: 0.00 90 Days: 0.00 120 Days: 0.00

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