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

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 co-mingling 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.
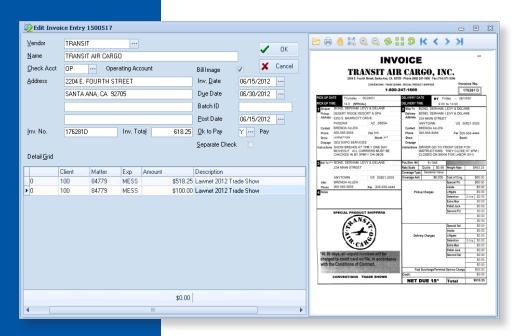
Benefits

- 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**
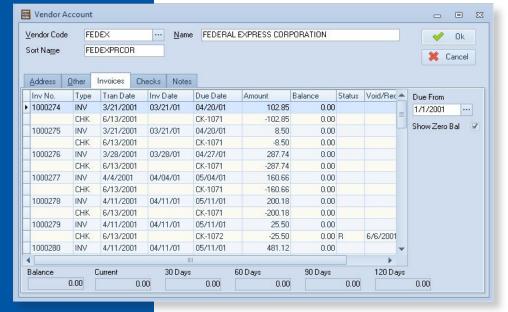
Functions

- 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)*

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.

PERFECTLAW®
ALL-IN-ONE® SOFTWARE

Corporate Headquarters
PerfectLaw® Software
6100 Blue Lagoon Drive
Suite 350
Miami, Florida 33126

Phone: 800.749.6200
Email: info@perfectlaw.com
Web: www.perfectlaw.com