



# ELITE 3E ELECTRONIC BILLING

## WITH ELITE 3E ELECTRONIC BILLING YOU CAN:

- Gain complete management of the electronic billing process
- Simplify and automate the creation of electronic invoices
- Apply customized formats to satisfy client needs
- Reduce data entry and submission errors
- Speed up billing and collections cycles with firm-wide visibility and collaboration

## SIMPLIFY THE ELECTRONIC BILLING PROCESS

Legal and professional services firms are increasingly faced with the complex challenge of meeting client electronic billing demands. ELITE 3E® Electronic Billing is an intuitive Web-based solution that allows firms to electronically bill their clients from a single intuitive interface. Firms can easily access invoices and convert them into electronic bills using industry-standard templates, enabling firms to satisfy customer needs, eliminate submission errors and reduce billing cycles.

Electronic Billing is an integrated component of the 3E Business Optimization Suite, a powerful business process platform designed specifically for legal and professional services firms. 3E provides core financial management and practice management features along with built-in application development capabilities that help transform your firm's unique business processes to achieve strategic advantage.

The world's leading law firms have turned to industry-standard software like ELITE 3E to improve processes and boost profitability. With more than 60 years' experience, Elite has the proven expertise to make it happen for you.

## CONSULT THE EXPERTS

Elite has consistently been an award-winning provider of financial and practice management solutions to global professional services firms.

# ELITE 3E ELECTRONIC BILLING

## KEY FEATURES OF ELITE 3E ELECTRONIC BILLING

- Displays finalized bills created by 3E Invoice Management
- Web-based electronic billing solution that supports global firm needs
- Industry-standard templates that can be customized to meet client needs
- Status tracking of electronic invoice submissions
- Robust security ensures authorized access

## ELECTRONIC BILLING SUPPORTS GLOBAL FIRM NEEDS

- Full support for multiple languages, currencies and date formats
- Effectively manages the creation of electronic invoices for global firms as well as national firms with multiple offices and practice groups
- Seamlessly and fully integrated with 3E Invoice Management, enabling real-time access to billing data

## ROBUST PLATFORM SECURITY

- Powerful 3E platform security ensures that only users with appropriate rights can access information
- Access to client invoice data can be restricted to firm-defined groups or individuals

## SIMPLIFY CREATION OF ELECTRONIC INVOICES

- Electronic Billing capabilities are delivered to users from a simple and intuitive interface
- Bill templates are easily created and can be saved to a specified network location
- Bills can be submitted directly to clients or to a designated third-party invoice validation service

## ADDRESS CLIENT-SPECIFIC REQUIREMENTS

- Both LEDES 98B and LEDES SML formats come preloaded as templates in Electronic Billing
- Firms can customize these templates to accommodate each client's unique requirements
- Firms can load revised bill templates into 3E for access within Electronic Billing

Displays finalized bills created by 3E Invoice Management.

The screenshot displays the Elite 3E Electronic Billing software interface. At the top, there are buttons for 'Release', 'Cancel', 'Generate', 'Print', and 'Home'. Below this is a table with columns for 'Invoice Number', 'Invoice Date', 'Matter', 'Client', and 'Open Amount'. The table contains four rows of data:

Invoice Number	Invoice Date	Matter	Client	Open Amount
01071923	2/21/2008	Karen Lewis Realty Group	Karen Lewis Realty Group	5,300.00
01071916	2/8/2008	Betsy Enterprises vs Macys	Betsy Enterprise	1,128.75
40533	2/6/2008	Vanderem Real Estate	Vanderem Real Estate	513.00
40530	1/30/2008	Vanderem Real Estate	Vanderem Real Estate	47,880.00

Below the table, there is a 'Form' section for 'Electronic Invoicing' with fields for 'Invoice Number', 'Invoice Date', 'Due Date', 'Matter Number', 'Client Number', 'Original Amount', 'Payments/Adj', 'Open Amount', 'Invoice Index', 'Reversed', 'Require E-Bill', 'E-Billed', 'PTA Group', 'Phase', 'Task', 'Activity', 'Bill Template', 'Output Folder', and 'File Name'. The 'E-Billing History' section shows a table with columns for 'Date/Time Run', 'Date Sent', 'Date Approved', 'Comments', 'Template', 'Output Folder', and 'File Name'. The 'Proforma List' section shows a table with columns for 'Proforma', 'Proforma D...', 'Matter', 'Client', and 'Proforma Status'.

Firms can access finalized customer invoices and easily convert them into electronic bills using industry standard formats that can be customized to meet unique client requirements.

### TRACK ELECTRONIC BILLING HISTORY

- When an electronic bill is generated, Electronic Billing automatically records the file creation date and time
- Users can enter supplemental tracking details such as invoice submission, approval dates and detailed comments
- To help troubleshoot issues, users can view a list of proformas that were included in the original finalized bill

### IMPROVE FIRM-WIDE VISIBILITY

- Electronic invoices are immediately available to authorized firm users
- If an electronic invoice is rejected by a client's bill validation application, a notification can be sent to the billing timekeeper
- When an invoice is overdue, complete integration with Invoice Management and Collections provides immediate visibility of any changes that were submitted or approved

### EMBEDDED WORKFLOW AND COLLABORATION

Embedded workflow capabilities allow firms to streamline, automate and track invoices. Once electronic invoices are generated in Electronic Billing, information is immediately available to authorized firm users. If an electronic invoice is rejected by a client's bill validation application, a notification can be sent to the billing timekeeper about the problem for review. And when an invoice becomes overdue, the collections department can be aware of any changes that were submitted and approved.

### PERSONALIZED FOR YOUR BUSINESS

Rapid application development capabilities in 3E allow firms to employ a Software Factory approach to personalizing solutions, resulting in a reduced total cost of ownership. Firms can modify screens to use unique terminology and adapt work processes to match the way the firm operates. All of these changes remain intact when firms upgrade to the next version of 3E.

### ROBUST SECURITY AND AUDIT CAPABILITIES

Powerful 3E platform security ensures that only users with appropriate rights can retrieve information. Access to client, matter, or project master files can be restricted to firm-defined groups or individuals and comprehensive audit controls provide a full history of all changes.

### YOUR PARTNER FOR SUCCESS

Elite is a leading global provider of financial and practice management systems and consulting services to professional services firms. Elite is a business within Thomson Reuters (NYSE: TRI) and is comprised of a team of experts with decades of experience working with some of the largest firms in the world. Elite is a Microsoft Gold Certified Partner.

To learn more about the latest release of ELITE 3E Electronic Billing or for a global list of office locations, call **323-642-5200** or visit [elite.com](http://elite.com).

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