



ELITE 3E INVOICE MANAGEMENT

WITH ELITE 3E INVOICE MANAGEMENT YOU CAN:

- Increase revenues and profitability by streamlining the invoice process
- Shorten billing cycles and increase cash flow with complete integration to your financial and practice management system
- Standardize procedures with comprehensive functionality and robust billing capabilities
- Maximize capture of time and expenses with advanced billing posting tools
- Reduce write-offs and bad debt with advanced reporting and metric tools

STREAMLINE YOUR BILLING OPERATIONS

In order to truly benefit a firm's bottom line, an accurate and efficient billing process should shorten billing cycles, improve time capture, streamline proforma management and swiftly create and distribute invoices.

ELITE 3E® Invoice Management provides the robust functionality firms need to efficiently manage these tasks. An intuitive Web-based solution, Invoice Management manages the entire customer invoicing lifecycle. As part of the powerful 3E Financial Management System, Invoice Management enables firms to automate and streamline their billing, improve invoicing cycles and ultimately benefit from higher revenues.

Invoice Management 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 of 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.

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KEY FEATURES OF ELITE 3E INVOICE MANAGEMENT

- Web-based invoice lifecycle management and configuration capabilities
- Easy to use time recording maximizes the amount of time captured
- Firm and user based expansion codes reduce data entry time
- Models can be created from any timecard for future use; simple drag and drop functionality creates a new timecard from a model
- Time can be entered to "temporary" matters before a matter number has been assigned
- Time entries can be pre-populated when a user logs in
- Real time data capture means time and cost entries are immediately available for billing upon posting
- Draft bill preparation and editing with Query view for easy searching and column sorting and speed keys for streamlined editing

SCALABLE FOR GLOBAL BUSINESS GROWTH

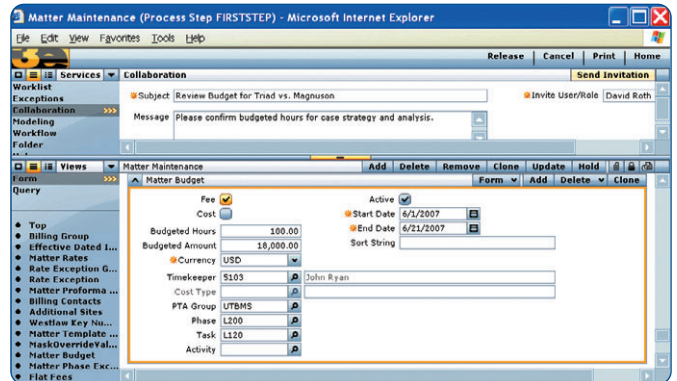
- Effectively manages the billing operations of multi-national firms and national firms with multiple offices and practice groups
- Full support for multiple languages, currencies, date formats and tax jurisdictions
- Complete integration with the 3E Financial Management System enables firms to post transactions to local books for statutory reporting
- Robust capabilities allow intercompany funds and billing between units

COMPREHENSIVE LIFECYCLE APPROACH

- In addition to standard billing arrangements such as hourly, flat fee and retainer billing, firms can define billing frequency, credit limits, volume discount thresholds and other parameters to meet specific billing and cash management objectives
- Robust functionality enables multi-project, multi-payor, third party payees and split billing scenarios
- Task-based billing capabilities accommodate industry- or customer-specific coding systems
- Multi-payor by layer allows assignment of payment responsibility according to incident and layer for insurance firm billing

DEFINE FLEXIBLE RATE AND DISCOUNT STRUCTURES

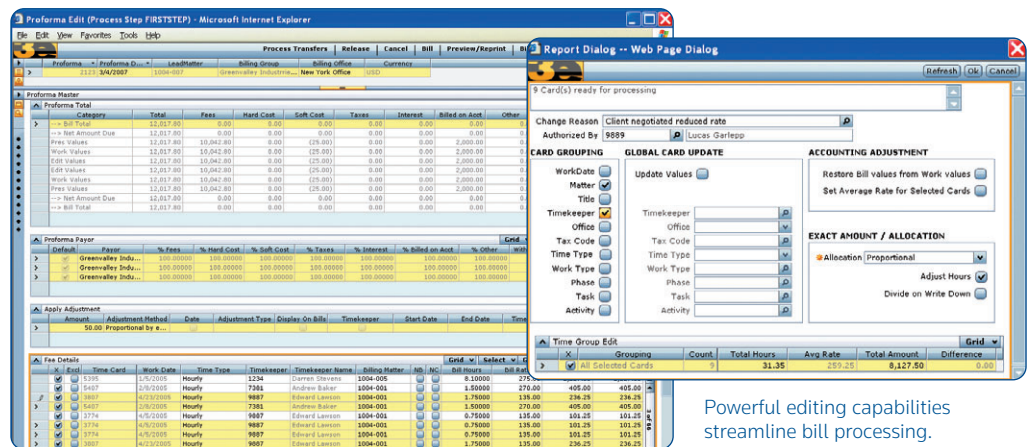
- Specify effective dates and multiple origination credits for billing, responsible and supervising timekeepers
- Build robust, effective-dated and formula-enabled fee and disbursement rate structures
- Independently maintain rates with multiple dimensions for timekeeper, title and office with easy global updates and less maintenance
- Reusable rate exceptions and direct exceptions at the matter and client level can also be activated at the related client level
- All applicable rate and discount information is available directly on the timecard including work rate, reference rate and standard rate
- Volume discounts can be set at the client and matter level with thresholds and other robust criteria



Create matter budgets and track performance as work progresses. Built-in collaboration allows users to easily consult other team members.

CREATE MATTER OR PROJECT BUDGETS

- Define budgets that best fit the type of client work being performed
- Create budgets for an entire matter or project or for specific timekeepers, work phases, tasks or activities
- As work is completed, compare actual performance against budget



Powerful editing capabilities streamline bill processing.

CAPTURE TIME AND EXPENSES

- Feature rich time and client related costs and expenses functionality provide for fast and accurate capture of billable and non-billable work
- A single click provides access to recent matters or projects, and speed keys facilitate rapid data entry
- Works with 3E Accounts Payable to automatically create cost entries from vouchers
- Personalized dashboards allow users to easily access time and cost summarized and detailed statistics

PREPARE AND EDIT DRAFT BILLS

- When proforma bills are generated for the period, billing criteria are saved, eliminating the need to reenter the same information in subsequent periods
- Include or exclude Work In Progress (WIP) entries from earlier periods in open proformas
- Separate or consolidated proformas can be created for each matter or project within a group bill

The screenshot shows the ClIMatterInquiryBB web application interface. It features a dashboard with several sections:

- Client Information:** Client 1000, Triad Inc.
- Matter Information:** Bill # 3293, Harvey Rich; Spv # 3293, Harvey Rich; Office Los Angeles.
- Activity Table:**

Invoice Number	Activity Type	Invoice Date	Payment Date	Amount	Fees
2282	Receipt	2/22/2007	2/22/2007	(5,500.00)	(5,422.02)
3382	Receipt	2/22/2007	2/28/2007	(168.00)	(168.00)
3382	Bill	2/22/2007		1,861.06	1,853.89
3372	Receipt	2/16/2007	3/14/2007	(2,000.00)	(2,000.00)
3322	Receipt	2/16/2007	2/16/2007	(5,000.00)	(4,933.82)
2272	Bill	2/16/2007		11,949.06	11,870.89
3322	Receipt	1/12/2007	2/13/2007	(501.00)	(501.00)
2274	Bill	1/12/2007		653.00	652.50
3372	Receipt	1/12/2007	1/11/2007	(9,000.00)	(2,958.00)
- Statistics Table:**

Client	Life to Date	Fees	Worked	Nonbillable	Wrt Up	Wrt Down	Billed	Collecte
Triad Inc.	47,293.47	0.00	2,744.00	609.00	19,326.76	12,336.64	294.36	294.36
- Accounting Summary Table:**

Aging	Amount	Fees
0-30	-7,567.35	0.00
91-120	5,009.12	5,009.12
Over 120	13,209.10	13,209.65
Total	10,710.87	18,274.77

Easily locate detailed financial information with flexible inquiry capabilities.

POWERFUL BILL EDITING CAPABILITIES

- Web-based, single screen interface, column sorting and speed keys streamline editing
- Built-in query view to easily locate related information
- Write-up/down capabilities with a variety of credit allocation methods
- Powerful group editing to speed mass updates
- Use of template and language options to adjust presentation of fees, cost, headers, etc. based on client, matter or at invoice time within the same template

The screenshot shows a web browser displaying an invoice for US Avionics Insurance Corp. The invoice details include:

- Client:** US Avionics Insurance Corp., 1200 47th Street, New York, NY 10001
- Invoice #:** 1234, dated March 13, 2007
- Summary Table:**

Description	Amount
Total Fees For Professional Services Rendered Through March 13, 2007	\$1,000.00
Total Disbursements Made To Your Account Through March 13, 2007	\$0.00
Total This Billing Period	\$1,000.00
Total Current Charges	\$1,000.00
Previous Balance Due	\$7,619.96

A print dialog box is overlaid on the invoice, showing options for printing to screen or a printer, and email distribution options.

Produce customized invoices that can be printed or saved in a variety of document formats.

LOCATE RELATED INFORMATION

- Quick access to information with inquiry view, drill-down tools and toggle capabilities
- Inquiry access can also be distributed to a wide variety of users

CREATE CUSTOMIZED INVOICES

- Built-in Document Composition Service or Crystal enables the design of professional, customized printed or electronic bills that can be saved in a variety of document formats for electronic distribution to clients
- Create templates for draft bills, invoices, electronic bills and reminder statements with unlimited flexibility
- Final bills are stored along with supporting time and cost information

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Metric Layout Page - Microsoft Internet Explorer

Aging Scheme	Total WIP	WIP Hours	WIP Time
0-30	\$81,243.71	114.02000	\$46,999.91
31-60	\$491.32	1.50000	\$490.00
61-90	\$1,069.42	2.20000	\$1,069.42
91-120	\$11,046.84	32.10000	\$11,030.84
Over 120	\$1,615,662.88	4,008.23000	\$1,168,635.95
TOTAL	\$1,709,514.17	4,158.05000	\$1,228,226.11

Report Container Page - Microsoft Internet Explorer

Aging Scheme Code 0-30

Total WIP	WIP Hours	WIP Time	WIP Costs	WIP Charges	WIP Soft Costs	WIP Hard Costs
8,278.2737	0.00	0.00	7,464.0159	814.2578	0.00	7,464.0159
2,955.7533	8.00	2,687.0484	0.00	268.7048	0.00	0.00
4,095.00	10.50	4,095.00	0.00	0.00	0.00	0.00
223.9207	1.00	223.9207	0.00	0.00	0.00	0.00
402.00	1.00	390.00	12.00	0.00	0.00	12.00
600.00	6.00	600.00	0.00	0.00	0.00	0.00
3,510.00	9.00	3,510.00	0.00	0.00	0.00	0.00
200.00	1.00	200.00	0.00	0.00	0.00	0.00
748.94	2.00	671.76	10.00	67.18	0.00	10.00
3,120.00	11.00	3,120.00	0.00	0.00	0.00	0.00
Totals: 27,133.8877	49.50	15,497.7291	7,486.0159	1,150.1426	0.00	7,486.0159

For added flexibility, users can produce a report from a metric that displays each dimension on the left as a column across the top of a report.

RECEIVE CLIENT PAYMENTS

- As client payments are received, funds can be applied to an appropriate invoice or designated as unallocated until the firm is ready to assign them
- Incoming client retainers can be applied to a trust account and then transferred from the trust to apply to client invoices

TRACK PERFORMANCE WITH REPORTS AND METRICS

- Metrics deliver multi-dimensional information that users can slice and dice with drag-and-drop ease to hone in on key areas of interest
- Firms can also produce customized HTML reports that feature drill-down views to supporting detail
- Reports and metrics can be scheduled to run automatically at user-defined intervals

EMBEDDED WORKFLOW AND COLLABORATION

Embedded workflow capabilities allow firms to streamline, automate and track the progress of invoices from proforma edit to creation and distribution of the invoice. With these flexible capabilities, users can effectively collaborate with one another regarding invoice status.

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 Invoice Management or for a global list of office locations, call 323-642-5200 or visit elite.com.