



ELITE 3E ACCOUNTS PAYABLE

WITH ELITE 3E ACCOUNTS PAYABLE YOU CAN:

- Increase cash flow and profitability by streamlining the accounts payable process
- Automate and standardize payments with a solution integrated with your entire financial and practice management system
- Improve inter-office and global operations with multiple languages, currencies, date formats and tax structures
- Expedite recovery of client-related expenses with advanced tools for accurate tracking and billing
- Maintain cost-effective vendor relationships with efficient disbursement features that ensure fast payments and flexible payment options

WHY CHOOSE ELITE 3E ACCOUNTS PAYABLE?

Can your software take on the demands of the changing business world and the global marketplace? ELITE 3E® Accounts Payable is designed to meet the needs of leading law firms. It is an efficient, secure and agile tool that can automate, monitor and control cash outlays via the Web. Accounts Payable can perform all of the vital steps of your accounts payable department quickly and easily, yet it also has the flexibility and scalability needed for complex, high volume transactions.

Accounts Payable 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.

ELITE 3E ACCOUNTS PAYABLE

KEY FEATURES OF ELITE 3E ACCOUNTS PAYABLE

- Comprehensive integration with 3E Invoice Management, General Ledger and Conflicts
- Automatic calculation of taxes, discounts and conversions of currency
- Flexible options to select and process payments by due date, vendor, payee and voucher
- Bank account reconciliation for timely, accurate accounting
- Full analytics to measure business performance via metrics and reports

MANAGE VENDOR AND PAYEE RELATIONSHIPS

- When setting up master files, you can categorize and group vendors and payees for reporting purposes, define transaction types to be performed and specify payment terms
- Vendors that prefer Electronic Funds Transfer (EFT) payments can be easily identified

EXPEDITE RECOVERY OF CLIENT COSTS

- Voucher information is shared and accessible from 3E Invoice Management and Accounts Payable, so you can accurately track and bill clients in real time for day-to-day costs
- You can also specify that client payments for billable client expenses are received before making disbursements to vendors

ENSURE ACCURATE PAYMENT PROCESSING

- Taxes, discounts and currency conversions can be automatically calculated so you can take advantage of discounts and pay suppliers according to agreed terms

ENTER VOUCHERS EFFICIENTLY

- Vouchers can be directly entered or populated from purchase orders or through a Web service
- All necessary details for payment can be accessed from a single screen
- All liabilities, costs and charges for the firm are efficiently managed in a single system

STREAMLINE PAYMENT PROCESSING

- Payments can be selected and processed by due date, vendor, client payment status, payee and voucher
- Selection criteria can be saved so you don't have to re-enter the same information each time payments are processed
- Selection can be tested to ensure desired results, and archived vouchers can be accessed for research
- Access unavailable vouchers to see why a specific payment isn't appearing

EDIT PROPOSED PAYMENTS

- Separate payments are available for each voucher or group, and vouchers can be processed in one payment
- Accounts Payable allows vendor credits and discounts and options to pay amount in full or in part
- Partial payments can be allocated to specific vouchers or proportionally allocated

MANAGE BANK ACCOUNTS

- Quick Bank Reconciliation lets you select which system transactions have cleared from a list
- Full Bank Reconciliation allows complete bank statement detail to be imported into 3E for matching with system transactions
- Transactions can be grouped and sorted by source, such as by check or EFT
- Users can allow remaining items on a bank statement and roll over unreconciled items, giving users more flexibility and more detail in order to quickly match items and determine unresolved issues
- Users can create their own matching rules, helping users quickly match items to bank statements

The screenshot displays the 'Voucher' entry form in the Elite 3E Accounts Payable system. The form is populated with data for a voucher from Office Depot, Inc. Key fields include:

- Index:** 183498
- Invoice Number:** 047837356
- Invoice Date:** 11/11/2010
- Payee:** Office Depot, Inc.
- Amount:** 226.61
- Transaction Type:** Invoice
- Transaction Date:** 11/15/2010
- Approved Amount:** 25.63
- Voucher Balance:** 226.61
- Address:** Office Depot, 98674 Figueroa St, Los Angeles, CA 90043, US - UNITED STATES

The interface also features a 'CHECK ACTIONS' section with buttons for 'Link', 'Pay Now', and 'Create Check'. Below this is a 'VENDOR CREDIT APPLICATION' section. At the bottom, there are summary tables for 'Voucher Direct GL', 'Voucher Costs', and 'Voucher Taxes'.

Detail Type	Amount	Tax Code	WH Tax Code	Description	Office	Expense GL Account
Purchases	171.05	VAT on Coun...		Office Depot, Inc.	London	02-57520-0000-00-00

Cost Ind.	Work Date	Cost Type	Matter	Timekeeper	Voucher Amt	Input Tax	Work Qu	Work Rate
1290361	11/15/2010	DUPLICAT...	1000 0001	1813	25.63	No Tax Code	1.00000	25.63

Recoverable	Tax	Tax Code	Tax Date	Input Amount	Calculated Amount
VAT on Coun...	VAT on Coun...		11/11/2010	25.93	25.93

1099 Flag	Amount	Paid Amount
Yes	171.05	0.00
No	25.63	0.00

Efficient voucher entry capabilities facilitate fast and accurate payment processing.

AUTOMATE PURCHASING OPERATIONS

- With the integration of 3E Purchasing, reduce your costs by controlling your spend
- Save time by automating the creation of vouchers from a purchase order
- Eliminate overpayments by automation of supplier invoice matching (validating agreed upon pricing)

PROCESS 1099 INFORMATION

- 1099 data is easily accessible for viewing, updating and consolidating
- 1099 forms can be processed and printed for distribution
- 1099 information can be prepared for electronic filing

ACCESS DETAILS IMMEDIATELY

- 3E provides powerful searching capabilities so you can quickly find vendor information, transaction dates and invoice numbers
- Vouchers and vendor credits can be filtered to deliver a more relevant subset of information
- Accounts Payable Inquiry dashboard provides vendor and payee details, summarized lists of vouchers and checks, and drill-down options

TRACK PERFORMANCE WITH METRICS AND REPORTS

- Metrics deliver multi-dimensional A/P information that you can drag and drop
- HTML reports are customizable with links to supporting detail, and metrics and reports can be scheduled to run at defined intervals

EMBEDDED WORKFLOW AND COLLABORATION

Embedded workflow capabilities allow firms to streamline, automate and track the progress of the new Accounts Payable process from start to finish. Users can share voucher information and accurately track and bill clients in real time for day-to-day costs. With these flexible capabilities, users can effectively collaborate with one another to streamline the accounts payable process.

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, adapt work processes to match the way the firm operates, and create additional database tables to link conflicts data with external applications or data sources. All of these changes remain intact when firms upgrade to the next version of 3E.

The screenshot displays the 3E Accounts Payable Inquiry interface. It is divided into several sections:

- Vendor Payee Listing:** Shows details for Vendor 1104, Hyde Office Supplies, including name, address, and tax ID.
- Vouchers for Specified Vendor and Payee(s):** A table listing transactions with columns for Index, Type, Transaction Date, Invoice Date, Invoice Number, Amount, Voucher Number, and Status. The total amount is 1,547.03.
- Checks for Specified Vendor and Payee(s):** A table listing checks with columns for Index, Check Number, Check Date, Amount, Currency, Status, and Type. The total amount is 2,214.03.
- Vendor Lookup:** A form for searching vendors, currently showing details for Hyde Office Supplies.
- Transactional Information Lookup:** Filters for Begin Date (6/12/2006), End Date (6/30/2007), Begin Period (Jun-2006), and End Period (Jun-2007).
- VOUCHER LOOKUP:** Includes fields for Invoice # and Payee, and filter options for Voucher and Vendor Credit.

Flexible inquiry capabilities enable immediate access to detailed accounts payable information.

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. The 3E sophisticated security model fully applies to conflict searches.

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 Accounts Payable or for a global list of office locations, call **323-642-5200** or visit **elite.com**.

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