KEY BENEFITS OF PROLAW PAPERLESS PROFORMA

- **Streamline and expedite** the review process for improved cash flow
- **Reduce paper usage and costs** within the pre-bill workflow
- **Review proformas securely** while out of the office without transporting confidential, printed documents

Legal and professional services firms everywhere are facing increasing pressure to reduce wasted resources and replace time-consuming manual processes, while consistently improving cash flow. ProLaw® Paperless Proforma™ from Thomson Reuters Elite is an intuitive, browser-based pre-bill distribution and mark-up solution that lets you reduce the chance of human error, speed the pre-billing process, and get invoices out the door faster.

Paperless Proforma works with ProLaw to replace or supplement cumbersome and time-consuming paper-based proforma distribution and mark-up procedures for both fee earners and accounting staff. Fee earners can review proformas while out of the office without needing to transport confidential, printed documents, and the web-based interface lets attorneys make changes online then send them back to accounting instantly. For staff members, Paperless Proforma is easy to learn as it mirrors accepted proforma mark-up conventions, and the ability to switch between fee earner profiles without entering and exiting the system increases ease of use.

Not only does Paperless Proforma improve the financial management time cycle, it provides sophisticated auditing, tracking, filtering, and reporting capabilities. In addition, staff can now automate proforma routing and submission to improve efficiency across the firm. The powerful combination of Paperless Proforma and ProLaw, lets you approve proformas more quickly and efficiently so you can get get paid faster and spend more time focusing on your clients’ needs.
PROLAW PAPERLESS PROFORMA

PROLAW PAPERLESS PROFORMA HIGHLIGHTS

• Pre-bill data is acquired from ProLaw and becomes readily available for the billing attorney
• On-screen edit process ensures edits and instructions are both readable and implemented accurately
• Users can filter and group pre-bill work lists by date, status, clients, dollar amount, and much more
• Audit trails can be created that allow for compliance with government regulations
• Fee earners are able to defer pre-bills directly to archives, reducing the steps in the process and reducing accounting’s workload
• Administrative staff can easily switch between fee earner profiles without entering and exiting the system
• A shared summary gives real-time updates as to how edits to hours or amounts will affect the outcome of the bill
• Tracking tools enable you to track all narrative and status changes made to each pre-bill
• Interface mirrors traditional paper pre-bills, making the system easy to learn and use
• Combine all matters for a client on one invoice, saving time and reducing paper
• Users can now mass submit all proformas to a reviewer
• Reviewers can do a mass release of proformas, so the billing department can finalize bills more quickly
• Owner of a proforma can set up either a sequential collaboration, which sets the order in which people can edit a proforma, or parallel collaboration, which allows all users to edit proformas at the same time
• Preference screen allows proforma admins to determine when emails go out to certain people and can set certain tasks to trigger emails, so people only receive emails they need
• Available in the desktop functionality, write-ups and write-downs can happen at the individual level or en masse
• Matter Role Assignment lets you assign roles in bulk for current matters

To learn more about ProLaw Paperless Proforma or for a global list of office locations, visit elite.com.