

July 2007 Enhancements

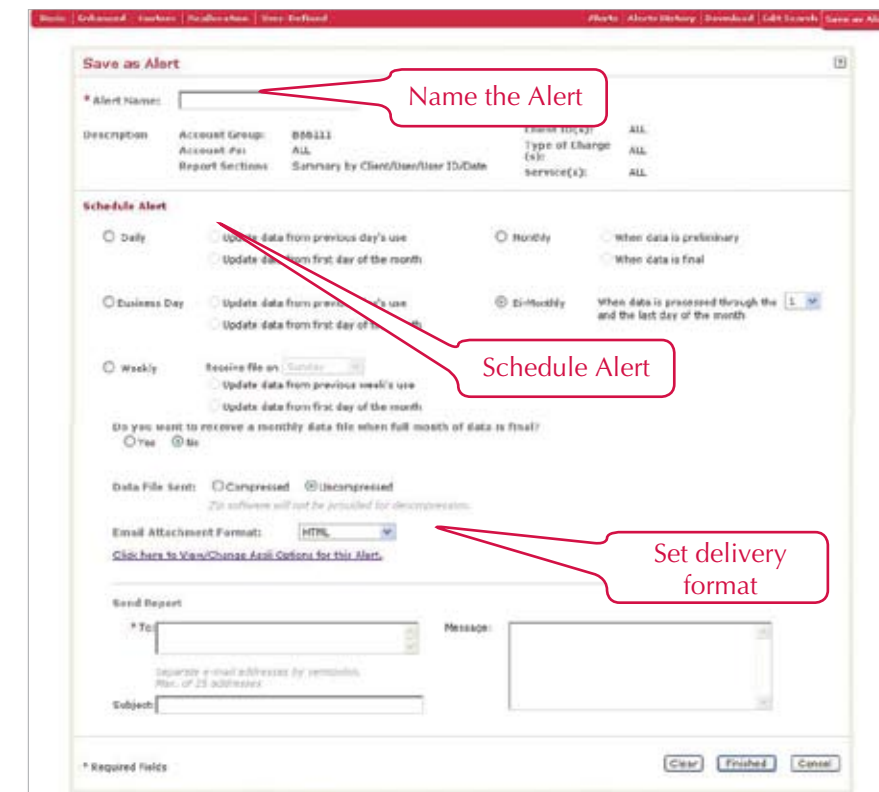
PowerInvoice™

Alerts

You can now save a PowerInvoice search report as an Alert to run automatically on the schedule that you determine. Simply run the desired report and click on the Save as Alert button in the upper right of the screen.



Complete the Alert form to indicate the name, schedule and format of the report. At the bottom of the form fill in the e-mail address(es) you wish to have the report delivered to.



User Defined Report Format

Click on the User-Defined button from the Billing Data tab to get started. Set up your report to include only the columns from your PowerInvoice report that you need to see, in the order that is most useful for you. This will provide the flexibility needed to match your time and billing system.

Account Services

Basic | Enhanced | Custom | Reallocation | **User-Defined** | Alerts | Alerts History

Data has been processed through 09/12/2007. August billing data is final.

User-Defined Reports

Reports:

Standard Date Range: Month to date (08/01/2007 - 08/31/2007) Custom Date Range: From Sep 12 2007 To Sep 12 2007

Account Number(s): ALL Client ID(s): ALL

User Name(s): ALL User ID(s): ALL

Download Options: [View/Change ASCII Settings](#)

Select add to choose a report format

Select the report most appropriate for your needs.

Account Services

Basic | Enhanced | Custom | Reallocation | **User-Defined** | Alerts | Alerts History

Select Base Report

(To see how the reports look and the kind of information they provide, click [Sample Reports](#))

Account Summary Summary by Client Summary by Service

Detail Report Summary by Sub-Account

Detail by Client/User Summary by Client/User/User ID Summary by User

Detail by User/Client Summary by Client/User/User ID/Date Summary by User/Date

LexisNexis

Billing Data

Basic | Enhanced | Custom | Reallocation | **User-Defined** | Alerts | Alerts History

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Select report format

Using CTRL-Click choose the columns that you wish to include from the list of Field Names. Click Include. Then use the Column Sequence feature to arrange the columns in the most helpful order.

Detail by Client/User

Name: [Name Field]

Field Name: CLIENT, USER NAME, USER ID, DATE, SERVICE, TYPE OF CHARGE, QUANTITY, GROSS AMOUNT, OUTSIDE CONTRACT, TOTAL ONLINE AND R

Column Sequence: [Empty]

Detail by Client/User

Name: [Name Field]

Field Name: USER ID, SERVICE, QUANTITY, OUTSIDE CONTRACT, TOTAL ONLINE AND REL

Column Sequence: DATE, CLIENT, USER NAME, TYPE OF CHARGE, GROSS AMOUNT, TAX, TOTAL CHARGES

View and Delivery Formats

Use the E-mail Report feature to deliver the report to anyone who needs to see it. You can send a copy to Accounting to facilitate payment; send a copy to end users to address incorrect client/matter number issues; send a copy to a librarian or office manager in another office of the firm. Click on the E-mail Report button from a report screen.

Account Services

Basic | Enhanced | Custom | Reallocation | **User-Defined** | **E-mail Report** | Alerts | Alerts History | Download | Edit Search | Save as Alert

Accounts: BBB111, DEMO BILL GROUP - COMMITMENT

Date Range: 08/01/2007 - 08/31/2007

Report Date: 09/13/2007

Currency: US DOLLARS

Complete the form with the appropriate address(es), subject and message.

E-mail Report

* To: [Field] Message: [Field]

Separate e-mail addresses by semicolon. Max. of 25 addresses

Subject: [Field]

Data File Sent: Compressed Uncompressed

Zip software will not be provided for decompression.

E-mail Attachment Format: HTML

* Required Fields

Use the Printable Format link on the report screen to facilitate clean, easy printing from your browser. Be sure to select landscape as the page layout before printing.

Account Services

Basic | Enhanced | Custom | Reallocation | **User-Defined** | **E-mail Report** | Alerts | Alerts History | Download | Edit Search | Save as Alert

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