POWERINVOICE™ QUICK REFERENCE SHEET

WHAT IS POWERINVOICE?
The LexisNexis® PowerInvoice™ service brings current, comprehensive LexisNexis® billing data to your desktop. It maintains the current month plus up to 24 months of historical billing information.

Accessing PowerInvoice
PowerInvoice may be accessed directly at www.lexisnexis.com/newpowerinvoice or from within LexisNexis Account Center™ by clicking the PowerInvoice link.

BILLING DATA
The LexisNexis PowerInvoice service gives you quick access to up to 24 months (plus the current month) of LexisNexis billing data for your organization.

Billing data is updated daily and within 24–48 hours after research has been performed. Check the Process Through Date to see when data was last updated or become final for the previous month.

Search
Allows retrieval of final and preliminary billing data using various criteria including date range, report type and viewing options.

Alerts
While viewing a report, billing searches can be saved as an Alert to receive automatic updates.

Custom
Allows customer-defined dollar amounts or percentage rates to be set by activity description.

ANALYTICS
Charts and graphs can be created for customers using their existing billing data.
- Navigate to Analytics tab
- Click the Create New Chart sub tab
- Use the Create Chart Profile to create a chart/graph

Reallocation
Identify billable and non-billable items to reallocate charges.

User-Defined
Select desired columns and order of columns to include in reports.

Threshold Alerts
Define a threshold amount to receive email notification when a threshold is met.

Allocation Profile
Identify items as billable, excluded or redistribute for enhanced cost recovery purposes.