PowerInvoice™

 LexisNexis®

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 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 became 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.

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