

# client BILLING

The ProVantage<sup>®</sup> Client Billing subsystem provides flexible billing capabilities and enables firms to easily customize billing structures to meet clients' needs. It helps save time, prevent errors and deliver more responsive client service.

Invoice No.	Bill No.	Open	Amount	Adjusted	Balance
10000000	100	1,000.00	1,000.00	1,000.00	1,000.00
10000000	200	10,000.00	10,000.00	10,000.00	10,000.00
10000000	300	10,000.00	10,000.00	10,000.00	10,000.00
10000000	400	10,000.00	10,000.00	10,000.00	10,000.00
10000000	500	10,000.00	10,000.00	10,000.00	10,000.00
10000000	600	10,000.00	10,000.00	10,000.00	10,000.00
10000000	700	10,000.00	10,000.00	10,000.00	10,000.00
10000000	800	10,000.00	10,000.00	10,000.00	10,000.00
10000000	900	10,000.00	10,000.00	10,000.00	10,000.00

ProVantage bill register lists open or closed invoices.

The scope of services required from professional services firms often goes beyond simply providing legal, accounting, or other services for a fee. Today, clients increasingly require these firms to provide a wide range of non-standard billing structures and meet increased accountability requirements. The ability to cost-effectively tailor your billing and reporting systems to meet those requirements can build stronger relationships with your clients and provide a clearer view of your financial standing.

ProVantage Software, Inc., a leading developer of integrated business solutions for financial and information management, offers these capabilities to professional services firms with the ProVantage Client Billing subsystem. Client Billing integrates with the ProVantage Entity Management System (EMS) to provide a degree of flexibility that enables you to cost effectively tailor your client billing to match virtually any billing structure required by your clients. And it helps to ensure that all billing details are easily accessible across the firm within the familiar Windows environment.

ProVantage Client Billing saves time, minimizes errors, and improves client service by:

- Automatically creating draft bills for review and adjustment from fee and cost infor-

mation captured in the ProVantage Time and Cost Accounting subsystem.

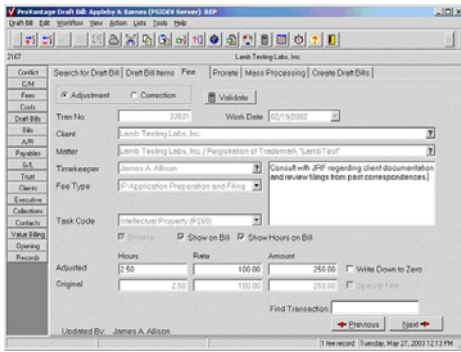
- Automatically generating final invoices from validated draft bill information.
- Accommodating virtually any client-requested billing arrangement and format.
- Transmitting billing information electronically to clients.

**ProVantage Client Billing saves time, improves accuracy, and delivers maximum flexibility.**

This comprehensive billing and accounts receivable subsystem handles many time-consuming billing tasks automatically, using data stored in the ProVantage EMS. It provides draft billing for reviewing and validating fees and costs and offers several billing options that enable you to meet a variety of client requirements.

### Draft Billing

Simplifies the process of validating and preparing client bills by allowing the professional staff to review and check all client billing items online and make any adjustments necessary before invoices are generated. These capabilities help prevent errors and ensure dependable client service with:



**The Draft Billing function simplifies validating and preparing client bills. It allows the professional staff to review and check all client-billing items online and make any adjustments necessary before invoices are generated.**

#### **Draft Bill Search**

Locates draft bills quickly by searching for a specific account name, code, account ID, timekeeper or draft bill number.

#### **Draft Bill Items**

Helps avoid errors by enabling professionals to review and validate all fee and cost transactions for a selected draft bill online.

#### **Prorate Bills**

Manages complex proration of fees and/or costs by client, matter, timekeeper, cost code, work location, or by cash and non/cash costs online. This saves time and improves auditability.

#### **Mass Draft Bill Processing**

Improves efficiency by simultaneously billing or rejecting multiple draft bills or multiple transactions for specific draft bills.

#### **Create Draft Bills**

Avoids costly errors by automatically creating new draft bills from fee and cost information captured in ProVantage Time and Cost Entry.

### **Billing**

Increases accuracy and productivity by automatically creating final bills from validated draft bills.

#### **Create Bills**

Automatically generates new final bills in standard or custom format from selected draft bills. Final bills can be routed through e-mail and viewed and edited in Microsoft® Word to ensure accuracy.

#### **List Bills**

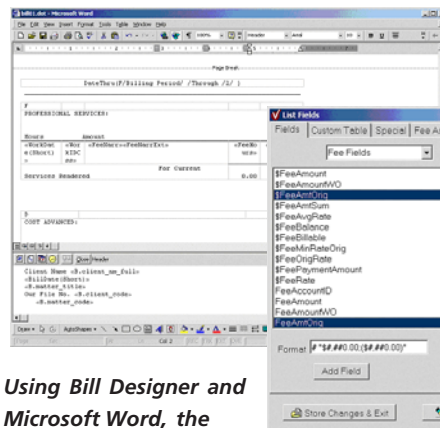
Provides a list of all existing final bills and tracks bill status.

#### **Bill History**

Allows users to review past bills by account, matter, payment history, billed items, adjustments, and transaction history to respond to client queries or to project revenue.

#### **Bill Designer**

Improves client service by making it easy to accommodate practically any client-requested billing format.



**Using Bill Designer and Microsoft Word, the accounting staff can efficiently modify existing bill formats or create custom designs that include any fee, cost, client, matter, or custom field information requested by a client.**

#### **Create or Modify Bill Format**

Enables the accounting staff to efficiently modify existing bill formats or create custom designs that include any fee, cost, client, or matter information requested by a client, using Microsoft Word. This increases flexibility and minimizes training costs.

#### **Copy/Delete Bill Format**

Enables the accounting staff to copy an existing bill format or delete unwanted bill formats.

#### **Split Billing**

Automates complex split billing arrangements making it easy to bill multiple parties for a single matter and maintain a complete audit trail of split-billing arrangements.

#### **Automatic Billing Splits**

Supports automatically splitting fees and/or costs between two or more parties by a percentage or a fixed amount.

#### **Split Bill Effective Dates**

Records the effective date for responsible parties and maintains an audit trail of split transactions.

### **Electronic Billing**

Helps to improve client service by providing the capabilities to bill clients electronically in a form that they can import into their own applications.

#### **Transmit E-Bill**

Generates a transfer file for transmitting the bill to a third-party system using one of ProVantage's standard or customized formats.

#### **Accounts Receivable**

Automates accounts receivable tasks, saving time and minimizing errors.

#### **Cash Application**

Records cash receipts to fee/cost detail level against appropriate client bills and client cash accounts, providing an accurate audit trail.

#### **Allocate Cash and Write-offs**

Automatically allocates cash receipts and write-offs to appropriate attorneys.

### **System Requirements**

Requires ProVantage® Central.

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