

DESKTOP ENVIRONMENT

Use Partner for Windows Accounting Partner for all user desktop requirements

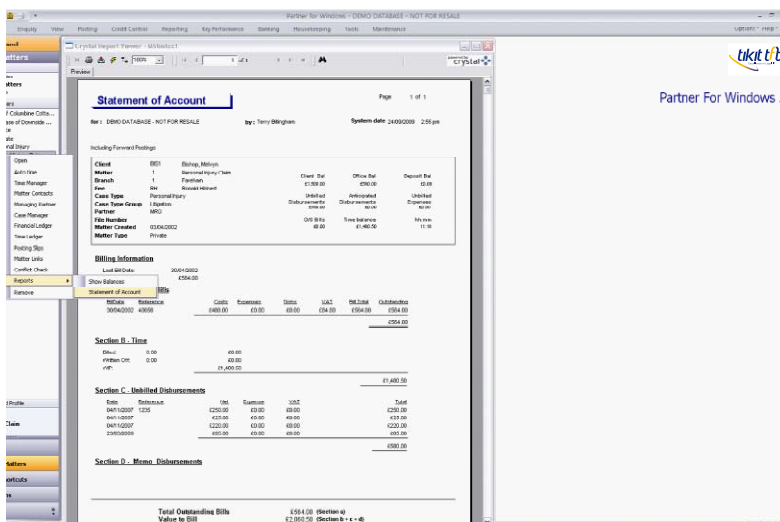
Everyone in the modern law firm needs software that is easy to use and helps them maintain effective financial, time and matter management control. With compliance being paramount it is good to know that the Partner for Windows Accounting Partner software meets all the known standards as required by such as the SRA, the Law Society and the LSC.

Partner for Windows Accounting Partner is structured around a single database (eliminating duplicate data entry), information is entered, accessed and managed with speed and ease. This software has been designed with the different types of user in mind: for the cashier there are specific and secure screens whilst for the majority of the users the desktop functions are clear and intuitive.

All users are able to view the ledgers associated with clients and matters as well as time record, make direct requisitions, e.g. for disbursement cheques or monies on account receipts and draft bills.

The Desktop component of Accounting Partner provides:

- Quick and easy creation of all client and matter types (with appropriate screens for each) allowing work to begin without delay



Statement of Account Enquiry

- Automated duplicate and conflict checking, customised to the firm's requirements
- Access to all ledger cards via appropriately placed icons
- Mandatory fields can be set at both client and matter level
- Limits can be set at both client (credit) and matter (time, financial and credit) level
- Electronic requisitions to Cashiers are easy to access and use
- Sources of Introduction and hierarchical referrals can be set at both client and matter level

ABOUT PARTNER FOR WINDOWS

Partner for Windows is a comprehensive practice and case management system including accounting, case and document management, time recording and billing which together form a complete system to meet the back and front office requirements of a modern legal practice.

The extensive functionality of Partner for Windows can further be enhanced using a range of specialist third party solutions designed to address key business issues for the legal profession. Each of these solutions is seamlessly integrated into Partner for Windows to ensure that the single practice and case management database remains at the core of the system.

CONTACT

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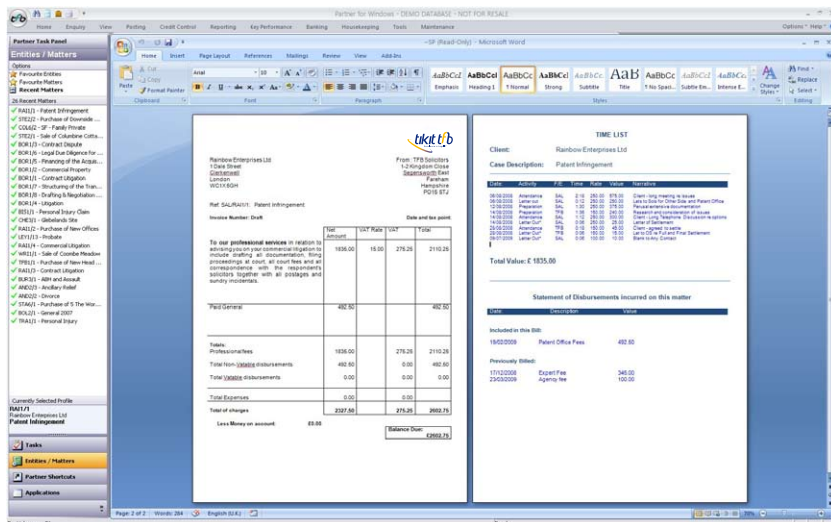
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A PARTNER FOR WINDOWS FACT SHEET

- Live time recording in a variety of forms (manual, clock, Partner Time Manager, silent (associated with case documents and letters) – memo time recording, if preferred
- Flexible billing systems to meet your needs, including:
 - The Billing Wizard system which is a comprehensive step-by-step billing process for Fee Earners
 - Quick Bill system which is designed where no decisions are required but can be customised to accord with your standards
 - Ability to bill multiple matters together for a client, yet account for them separately against each matter for your records
 - Can bill to third parties easily – with full record for credit control
- Covers all current LSC contracts, including all set-up (matter type codes etc.) compliance with limits and gives appropriate and timely warnings with an intuitive comprehensive billing and reconciliation system ensuring quick turn-around of claims



The screenshot shows the 'Partner for Windows' software interface. On the left is a navigation pane with 'Billing Wizard' selected. The main window displays a 'TIME LIST' for 'Rainbow Enterprises Ltd' and a summary table.

Case Description	Time	Rate	Value	Other	Balance
Patent Infringement	1:00	400.00	400.00		
Total Value:			£ 400.00		

Category	Amount	Value	Total
Time from 200808	1000.00	10.00	270.20
Time from 200809	400.00	0.00	400.00
Time from 200810	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00
Total of charges	2207.00	270.20	2000.70
Less Money on account	0.00		
Balance Due			£ 2000.70

Billing Wizard produces configurable bill formats

ABOUT TIKITTFB

With more than 30 years of dedication to the legal profession, TikitTFB supports over 600 legal practices throughout the UK with managing risk, ensuring compliance and enhancing profitability using our award-winning Partner for Windows Practice and Case Management system.

Partner for Windows uses industry standard Microsoft technology, enabling the software to be smoothly integrated into existing infrastructures. Catering for firms of all shapes and sizes, Partner for Windows provides a flexible and comprehensive solution which can be readily tailored to meet the needs of practices now and in the future.

Part of the Tikit Group, provider of IT services and software to 90% of the UK's top 100 law firms, TikitTFB is well positioned to make magic circle technology accessible and affordable to large regional and high street firms.

OTHER SOLUTIONS THAT CAN BE USED IN CONJUNCTION WITH PARTNER FOR WINDOWS DESKTOP ENVIRONMENT (PART OF THE ACCOUNTING PARTNER LICENCE):

- Case Manager for case and document management
- URU online identity verification
- Digital Dashboard for business intelligence

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