ORION
Perceptive Software
Measurable Results

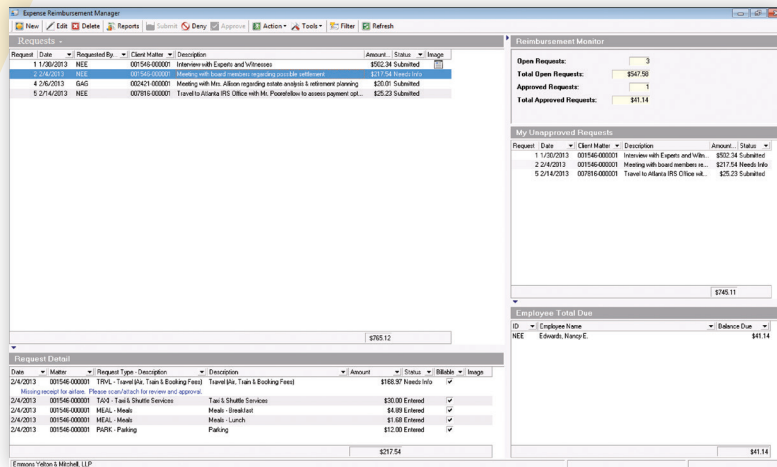## Reimbursement Manager *Module*

Spending **too much time** managing expense reporting?

Today's law firms depend on automation and tightly integrated software solutions to improve workflow between attorneys, legal staff and the accounting department, freeing-up the accounting staff for more critical business needs. Paper-based expense reimbursement requests are time-consuming, prone to errors and require constant back-and-forth communication when information is incomplete, receipts are missing or employees simply want to know the status of a request.
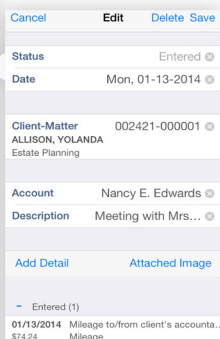
After approval of an expense report, an A/P invoice is created. Accounting personnel then access the invoices through Orion's A/P Manager to print reimbursement checks to the attorney or legal staff during the normal A/P process, saving the accounting department time while reducing potential errors.

Expense Reimbursement Manager

Orion's Expense Reimbursement Manager dramatically streamlines workflow between the attorneys, legal assistants and the accounting group by eliminating the paper-based, manual tracking system typically used by many law firms. With a user-friendly interface for submitting and managing reimbursement requests, each party involved in the request process is made fully aware as to the status of the request and, when an item has been denied, what's needed in order to process the request.

Simple, user-friendly interface provides attorneys, legal staff and accounting managers with accurate, real-time information about reimbursement requests.
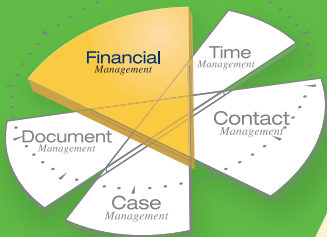
Integration with iOrion®

Orion's Expense Reimbursement Manager is also integrated with iOrion, Orion's Mobile Application which allows attorneys and legal staff to access their Financial and Practice Management information from any recent model Apple iOS or Google Android device.

Integration with iOrion gives your firm the ability to submit and manage reimbursement requests while on-the-go, making the process quick and easy.

> "We recently installed Orion's Expense Reimbursement Manager at our company and it has saved us tremendous time as well as improved our consultants' productivity and client satisfaction by effortlessly tracking and reporting expenses. Our entire reimbursement request process is now electronic and viewable in real-time. We especially like that the Reimbursement Manager generates alerts when a request has been denied or identified as needing 'more information'. Orion's system is a valuable timesaver that benefits everyone at the company."
>
> *Paul A. Amick*
> *Controller*
> ***First Annapolis Consulting | M&A Advisory Services***

Easily Enter Requests and Attach Receipts

With Orion's Expense Reimbursement Manager, attorneys or their legal assistants enter expense reports directly into Orion. Receipts can be attached and, when required by the firm's Client, will be printed along with the Client's invoice.

Orion's Reimbursement Manager's Robust Features Include:

- Report expenses quickly and easily with the user-friendly interface

- Mobile accessibility with iOrion

- Improve the workflow between attorneys, legal staff and the accounting department

- Shorten the time between submittal and when reimbursement checks are printed

- Business development expenses automatically post to the appropriate general ledger account

- Administrators can define the reimbursement types, limiting what attorneys and staff can use

- Customizable email templates for alerting attorneys and legal staff on change in reimbursement status

- Attach digital receipts for immediate processing

- As expenses are approved, A/P Vouchers are automatically generated for payment processing

Email Alerts Keep Everyone Up-to-Date

If a request has been denied, or if the accounting department requires more information, an "alert" can be sent to the attorney or legal staff letting them know of the change in status and what's required in order to process the request. Orion's Email Template Generator® will allow your firm to create custom alert-style emails via Microsoft® Outlook for making sure the accounting staff gets what they require while allowing the employees to get reimbursed faster. With straightforward, easy-to-use drag and drop object control, email templates can be created effortlessly.

For more information about Orion's Reimbursement Manager or other products visit
www.orionlaw.com *or email* **info@orionlaw.com**