

PowerInvoice™ Tip Sheet

What is PowerInvoice?

The PowerInvoice™ service brings current, comprehensive LexisNexis® Quicklaw® billing data and invoice images to your desktop. It maintains 24 months of billing information and 24 months of invoice images. PowerInvoice also allows you to view billing-related information such as usage reports*.

Accessing PowerInvoice

PowerInvoice may be accessed directly at <https://www.lexisnexis.com/NewPowerInvoice> or from within My Lexis™ by clicking on the PowerInvoice hyperlink.

Invoices & Other Documents

Invoice Notifications

Invoices are delivered electronically via email to the identified Invoice Contact. Email will contain a PDF attachment of the invoice along with a link to PowerInvoice.

Viewing an Invoice

To view a PDF version of an invoice online:

- Navigate to Basic tab
- Select desired date range, click View
- From the invoice list, click the Invoice Number hyperlink

Viewing Open Items

Open items may include adjustments, credit memos and/or unpaid invoices.

- Navigate to Open Items tab
- Select desired date range, click View
- List of all Open Items will appear
 - For Invoices & Credit Memos: click Item Number to view details

Setting up Payment Information

PowerInvoice provides you with the ability to pay your invoices online. To set up Payment Registration:

- Access Preferences and click Account Management

- Register Credit Card or Bank Information
- Select Automatically Transfer Payment to pay invoices automatically each billing period.
- Enter all required data & click Finished

Paying an Invoice

If Automatic Payment has not been set up, invoices will need to be paid manually.

- Navigate to Open Items to display only unpaid invoices and click Pay Now or click Pay Now next to unpaid invoices after a Basic invoice search
- Confirm Credit Card or Bank Information and click Submit Payment
- Click Finish at the Payment Confirmation screen

Payment History

This feature gives you access to all of your account activity—invoices, payments, prior period credits—over the past 24 months.

- Navigate to the Payment History tab
- Select desired date range and/or any additional search criteria, click View
- From the list view, review the desired data; Drill into hyperlinks to see any additional data

Billing Data

The LexisNexis PowerInvoice service gives you quick access to up to 24 months (plus the current month) of LexisNexis Quicklaw 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 has become final for the previous month.

Search

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

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.

Need help?

Contact us at **1(800)387-0899** or **service@lexisnexis.ca**