Quicklaw® Cheat Sheet: PowerInvoice™

Discover how to view and deliver billing data, reports and invoices for Canada's leading online legal research service.

PowerInvoice

Welcome to the LexisNexis® PowerInvoice™ service, the billing tool for the LexisNexis® Quicklaw® service. PowerInvoice gives customers access to current billing data and previously billed invoices. This free service allows Quicklaw users to bill clients sooner and in greater detail, without having to wait for a copy of the bill. Printable and downloadable online records are available for:

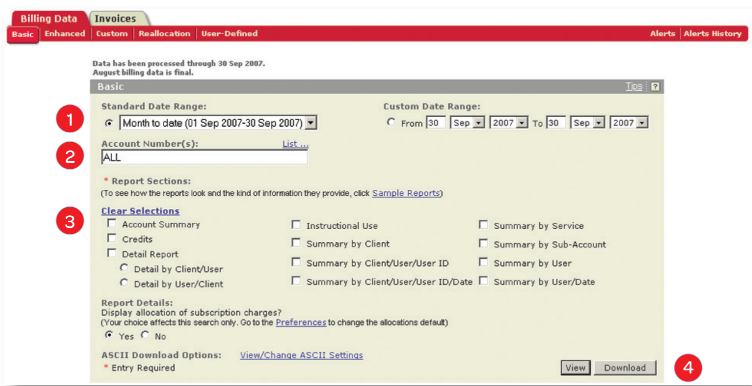
- **Billing Data** – Current six months, with newest data available in 48 hours or less
- **Invoice Data** – Last two years of invoices, with more available by special request

Logging in to PowerInvoice

Go to www.lexisnexis.ca and select **PowerInvoice™ (Quicklaw®)** from the **Product Sign On** drop-down list. At the **PowerInvoice™ User Verification** screen, enter your Quicklaw **ID** and **Password** to sign in. To register for access to PowerInvoice, contact your Account Executive or email Customer Support at service@lexisnexis.ca.

Billing Data

After logging in to the PowerInvoice service, you will see the **Basic** Billing Data search form.



From here, you can select the criteria to help generate a Basic Billing report:

1. Select a **Standard Date Range** or **Custom Date Range**.
2. Select one or more accounts using the **List...** link, or leave as **ALL** for all accounts.
3. Check off one or more **Report Sections** to choose how costs are displayed. To see how these reports will look, click the **Sample Reports** link. You can choose to hide the allocation of subscription charges by selecting **No** under **Report Details**, but the default will include this allocation unless changed in the Preferences.
4. Click the **View** button to see the printable report or click the **Download** button to save the report.

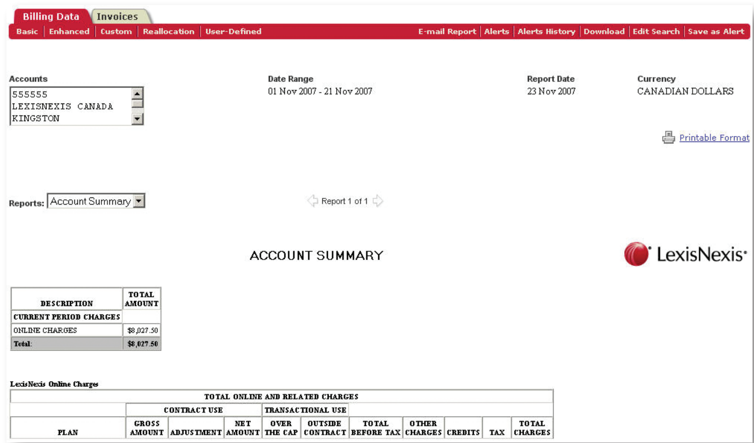
Other **Billing Data** options include:

- **Enhanced** – Retrieve data on specific clients, accounts, users or services, such as the specific time charged to a client or user.
- **Custom and User-Defined** – Customize report details and billing rates for charging back to clients. You can also add or edit profiles of specific billing criteria and rates.
- **Reallocation** – Reallocate general Quicklaw charges to other clients or accounts.
- **Alerts** – Set up, run or edit automatic billing searches. *(See reverse.)*

Billing Reports

From within any billing report, you can access several more functions:

- **Print** – Click **Printable Format** and/or your browser's **File > Print...** function to print.
- **Sort** – Use the **Reports** drop-down list or the button if multiple report data were selected.
- **View Details** – Click the icon to view details for specific clients, users or accounts.
- **E-mail Report** – Click **E-mail Report** to email the report as a PDF, Spreadsheet, HTML or Text.
- **Download** – Click **Download** to save the report to a local or network disk/drive, and then edit if desired.
- **Edit Search** – Click **Edit Search** to change the criteria included in the billing report.
- **Save as Alert** – Click **Save as Alert** to schedule the same billing search to run automatically. You can then view, edit, copy or delete the Alert by clicking **Alerts**, or view the reports previously generated by auto-run alerts by clicking **Alerts History**.

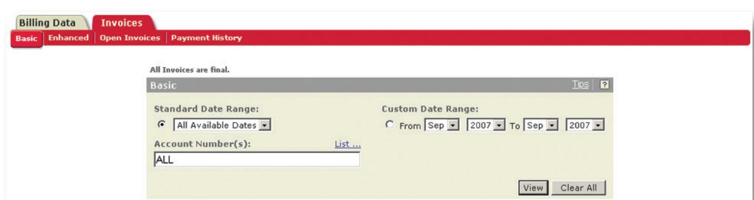


Invoices

Finalized invoices from the last two years can be retrieved through the **Invoices*** tab:

- **Basic** – Displays any invoices from selected dates and account numbers
- **Enhanced** – Displays invoices for specific clients, accounts, users or services

* Note: **Open Invoices** and **Payment History** features are not currently available for Canadian customers.



Additional Help

Help can be obtained by calling Quicklaw Customer Support at **1-800-387-0899** or by clicking the ? help icon in the upper right-hand corner of any page. This online help guide includes a glossary of terminology, a FAQ section and links to user assistance for all aspects of the PowerInvoice service.

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For Customer Support, please call **1-800-387-0899**
or email service@lexisnexis.ca.