

The  
**ADMINISTRATOR'S  
ADVANTAGE**



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*Finance Issue*



## Managing Financial Documents in the Legal Industry

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### Challenges All Legal Firms Realize:

One challenge many law firms face is the efficient and effective management and distribution of key documents. These key documents go well beyond just case files. Vital to the effectiveness of any law firm is the efficiency of its back office. In most cases, law firms have invested in systems to manage case files, but there usually is little room in those systems for the financial and operational documents it takes to run a firm.

**Solution:** A complete document strategy. A document strategy considers the impact of documents for all areas of your firm. The goal is to make your firm more efficient while utilizing current investments. Typically, Impact's assessment begins by holistically analyzing the workplace environment: we evaluate current archival and retrieval processes, the financial impact of documents for your firm and performance of current hardware and software investments, including case management software, cost recovery, accounting software, etc. After evaluation we will recommend solutions that would reduce expenses, make employees more productive, and allow for the quicker retrieval of information while taking into consideration specific challenges, current investments, and future investments.

### Knowledge at Your Fingertips...

With a document strategy, all your documents will be readily available. Firms of various sizes can take advantage of document automation as it relates to AP processing and approval, report processing, cost recovery integration, etc. Newer technology can also help assist in e-discovery across multiple file repositories.

Document Management software can also help control the flow of vital information through the office as well as reduce expenses, minimize the amount of hard copy document duplication, manage information as it relates to specific clients, and control costs related to the output and creation of hard copy documents. Having a document strategy for your organization can help save hundreds to thousands of dollars depending on the size of your firm, allowing you to save money on copiers, paper, file folders, binders, offsite storage and other document-related expenses.

### Case Study

#### The Challenge:

A firm recently invested in a client matter system to manage expenses, information for hearings, and calendars; and to organize documents by customer/case. The process of inputting new client documents into the system, both electronic and hard copy, was extremely integrated and

efficient. On the other hand, all the business-related documents (accounting, invoicing, AP, HR, etc.) were all kept in traditional methods. Their case management application did not have the capability to store documents not directly related to a client/matter.

### The Solution:

Impact needed to design a system that would maximize current investments, but also allow for the management of general business and office-related documents. Utilizing the investment in scanning hardware and middleware capture software, Impact integrated a back end that was specifically designed to manage the business records.

### The Result:

The firm can now use document management across the enterprise to speed up back office operations. AP invoice approvals, expense reports, invoicing, etc. is now all captured in a central business record system.

### Solution Concept:

- Convert hard-copy documents to electronic;
- Electronically file documents automatically;
- Create a central repository for all documents to be electronically matched and filed;
- Eliminate redundant copying, faxing, printing, and filing;
- Consolidate hard costs and minimize labor costs associated with handling hard copy;
- Provide disaster recovery for documents previously stored

### About Impact Networking, LLC



Impact will help to seamlessly convert your firm's sensitive legal documents into digital searchable forms stored in one secure location through our Document Impact Assessment. Our systems engineers provide the technical expertise necessary to integrate new systems with any existing IT infrastructure. We use only world-class technology, insisting on best-of-breed quality and employing high-powered production, color and wide-format scanners.

Impact leads in the Document Management industry as a DocuWare Platinum Partner and is one of only 11 companies in North and South America to receive Platinum level status.

For more information please call Frank DeGeorge at (847) 404-8878 or visit: [www.impactnetworking.com/DocumentManagement/](http://www.impactnetworking.com/DocumentManagement/)