

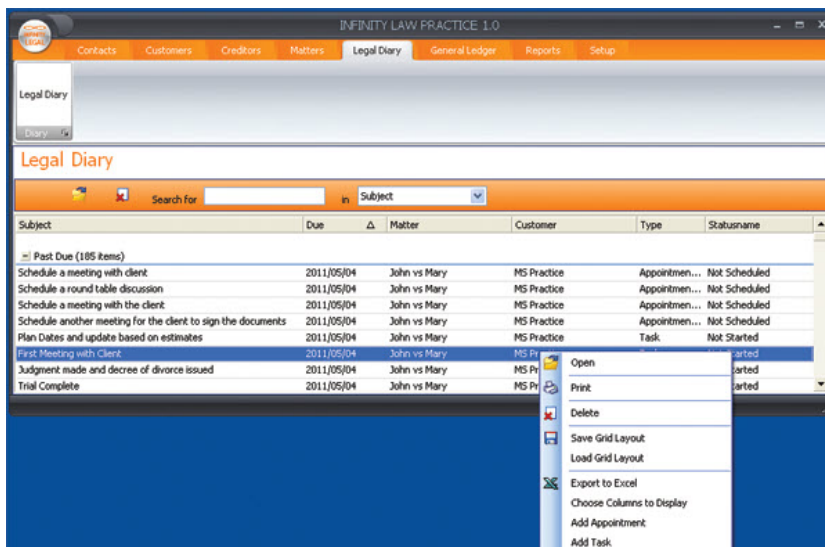
# INFINITY<sup>TM</sup> Law Practice

Management Excellence

Infinity Law Practice software allows you to cost effectively manage your law firm. No need to use spreadsheets and a long paper trail of files. The software uses a central contact management system for customer as well as supplier contacts ensuring quick retrieval when trying to call someone. Lead and prospect contact types are also catered for allowing for effective marketing strategies.

## Key Features

- Centralized Contact Management for Leads, Prospects, Customers and Suppliers.
- Store multiple contacts per customer ensuring that everyone's contact details are available.
- Quick search facility on multiple user definable fields catering for quick retrieval of information.
- Keep track of all customer information including financial, contacts and transaction history.
- Capture creditor invoices and credit notes with ease. Keep track of all legal matters
- Store all matter documents within the matter for quick retrieval
- Associate each matter with a business process ensuring process compliance and standardization
- Capture fees and disbursements providing improved fee management
- Monitor and track all tasks and appointments made within your practice
- Manage billed and unbilled outstanding tasks sorted by due date
- Export all lists to Excel for further analysis of data
- General Ledger Budgets
- Bank Reconciliation
- Cash receipts and payments
- General Journals including customer journals
- Financial reports including income statement, general ledger, balance sheet and Trial balance
- Customer, Creditor, tasks, Budgets and VAT reporting



## Shared Features

- Familiar look and feel
- Multiple field search facility
- Save List layouts
- Export all lists to Excel
- Select fields to view in lists
- Print lists
- Group columns in lists