



# ProMIS

Professional  
Management  
Information  
System

FINANCIAL ACCOUNTING

INVENTORY CONTROL

PURCHASE ORDER  
PROCESSING

SALES ORDER PROCESSING

HR & PAYROLL

COLLEGE/EDUCATIONAL  
INSTITUTE INFO SYSTEM

PRACTICE MANAGEMENT  
SYSTEM

FIXED ASSETS

PROJECT/COST CENTRE  
ANALYSIS

DOCUMENT MANAGEMENT

PROJECT COSTING

FLEET & WORKSHOP

SERVICE & MAINTENANCE

### **ProMIS ERP Solutions**

- ideal for organizations planning to implement enterprise wide solutions.

### **ProMIS Business Suite (Basic/Enhanced)**

- suitable for smaller companies.

### **ProMIS College Information System**

- comprehensive solution for educational institutions.

### **ProMIS Practice Management System**

- suitable for Professional and Consultancy firms.

## *Practice Management System for Legal Consultancy firms*

Information at your finger tips! Be it your Clients, Projects, Planning and Staff Assignment, Time Analysis, Invoicing, Prospective clients and Follow-up on enquiries.

### **Client Information**

Maintains all relevant details regarding clients, including address and contact details, owners and other officials, essential Business Information etc. Categorizes the **client information records** based on organizational and business types.

### **Client Allotment**

Clients can be allotted to individual lawyers who will be responsible for the overall liaison with the client. If the lawyer assigned to the client is changed, system will provide a history of such changes. Client allotment helps to generate *Lawyer wise Client Aging reports*.

### **Cases**

This includes basic information on cases like case number, classification into pre-defined groups, fees type, lumpsum value, confirmation date etc. Cases can be allotted to individual lawyers.

### **Time Sheets**

Time sheet entry enables to productivity and profitability analysis of each case. Lawyers can login to the system and enter their own timesheet on cases. An automatic timer option is also provided to calculate the time spent on the case. The timesheet can include any activity carried out with respect to the case. Lawyer timesheets can be posted to server and the administrative dept. can monitor it. The finance dept. can invoice the clients based on the timesheets.

### **Invoicing**

Invoicing can be based on the time spent for the cases. Invoices can be for full timesheet, for a selected period, for a particular lawyer, all lawyers, monthly for retention clients or lumpsum.

### **Case Analysis Reports**

- Actual time spent
- Invoiced Hours
- Time remaining for invoicing
- Hours written off
- Actual cost and Invoiced cost comparison.

### **Lawyer wise Analysis Reports**

- Lawyer wise income contribution
- Lawyer wise time analysis report on cases
- Productivity analysis report
- Lawyer wise Client Aging report

### **Activity History**

The summary information regarding case hearing date, judgments, appeals etc. can be entered into the system. This can be used for tracking the case history or for the purpose of getting alerts on future events well in advance.

### **Document Management**

The document management module can be integrated with the system. This will enable the users to scan and keep documents for immediate retrieval and incoming/outgoing documents. Electronic files can also be tracked.



## **PROMISE BUSINESS SOLUTIONS LLC**

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*Customized  
software to  
meet your  
requirements*