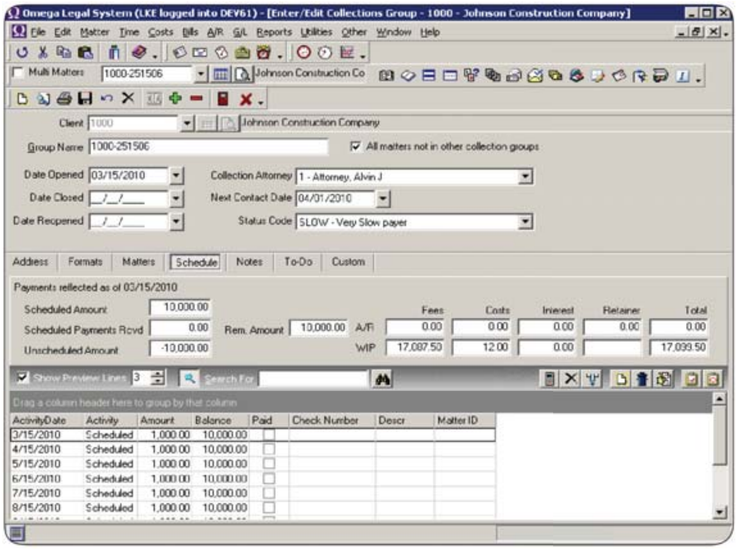
# Collections

Omega Legal's fully integrated Collections module, now standard with Omega Legal 6.0, provides powerful tools and reports to efficiently manage your receivables to collect your cash sooner rather than later.

## *Smooth Out Your Workflow*

Once you have identified an account that needs attention, you will assign a user-defined collections status (such as slow pay, payment plan, bankruptcy) to the account. Users are alerted to this status when they review the account or enter time to a matter.




Each collections account contains a collection history area to record and store an unlimited number of dated notes to document your collection efforts.

Use the Next Contact Date field to schedule follow-up communications. Generate tickler reports by Next Contact Date so nothing slips through the cracks.

Create your own letters containing increasingly urgent messages based on aging categories. Each attorney can even have his or her own set of letters for their accounts.

Generate these letters automatically along with an attached reminder listing outstanding invoices and the total amount due. Each account's collection history is automatically updated to reflect the date and type of aging letter sent.

## *Set Up & Monitor Payments*

When your client agrees to pay part or all of their outstanding balance over time, Omega Legal will calculate the number of payments or the payment amount based on payment frequency.

Review each payment schedule and its related payment dates and amounts on screen. The Payment Schedule Exception report will show any missed payments so you can take prompt action.

### *Features & Benefits*

Instantly access billing, payment and collection information via inquiry screens

Track collection efforts with historical notes and follow-up dates

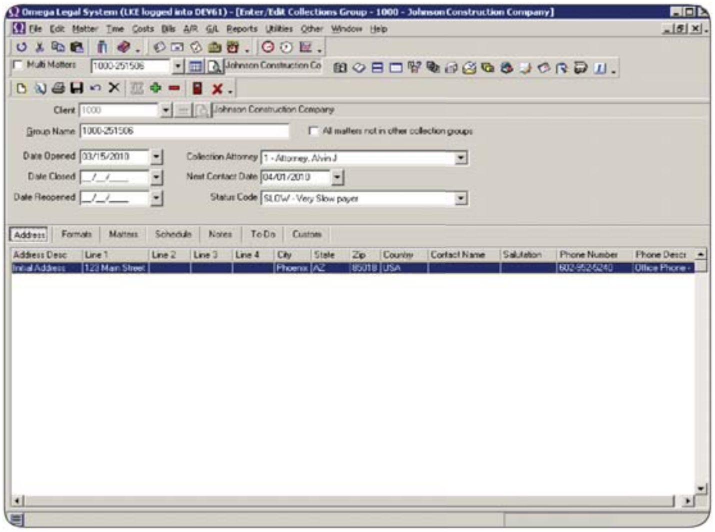
Set up payment schedules and track missed payments

Save time with automatically generated collection letters

continued...

### Standard or Ad Hoc Reporting

Print aged A/R reports for collection or non-collection accounts or by collection attorney. The Aged Cash Receipts report tells you how payments received during any period of time were applied to invoices by aging category.



Keep management and yourself informed on a regular basis automatically. Use Omega Legal's Report Scheduler to automatically generate and e-mail any or all of the standard Collections reports to the appropriate recipients.

In addition to the standard reports, the Collections module has a flexible report writer to create contact history, follow-up, and payment schedule reports that are meaningful to your firm.

### Control Your Collections

Omega Legal's Collections module has the tools you need to accelerate your cash flow by reducing the average number of days between sending bills and collecting payments.

These same tools increase your staff's efficiency so you can spend time on the most important collections strategy - communicating with your clients.

> *"Omega makes it easy to track problem client accounts with Collections. I use the Collection History tab to log calls, notes, letters, e-mail, or any contact with the client regarding payment issues. It's flexible, easy to use, and always just a couple of clicks away when I'm talking to the client or the attorney." R. Germeroth, director of administration, Montgomery Little Soran Murray & Kuhn, PC*

### Omega

*Omega is a privately held Scottsdale-based company that provides mid-to-large size law firms an integrated financial and practice management software suite that sets the standard for return on investment, system performance and service. Since 1975, Omega has been solving critical business issues for law firms, improving their profitability, productivity and efficiency.*