

# Acumin.sme

PRACTICE MANAGEMENT AND ACCOUNTING

{ KNOWLEDGE INTEGRATION }

{ MOBILE READY }

{ INFORMATION SECURITY }

{ COMPETITIVE ADVANTAGE }



**SOLUTIONS** for  
**PROFESSIONAL  
SERVICES  
MANAGEMENT**

**DEXCO**<sup>TM</sup>

[www.dexco.com](http://www.dexco.com)

Knowledge is power. With rapidly changing global markets and the need for “immediate” information, professional organizations are routinely evaluated on their current intellectual capital and employee agility.

An **Acumin.sme** solution provides a robust knowledge integration and management platform for improved client service models, supported by an efficient administrative framework resulting in an unparalleled competitive advantage.



## Product Strategy

Dexco provides its clients non-modularized, industry-specific solutions configured in accordance with individualized business models in support of the firm’s critical success factors, business culture and competitive advantages. Acumin facilitates the operational and performance management requirements of firms by effectively handling diverse information sources across all business disciplines. Leveraging a “best-in-class” engine; the Acumin product line optimizes workflows and utilizes knowledge resulting in a well-rounded and effective platform on which to base timely business and strategic decisions.

Regardless of size or business purpose, our clients benefit from a robust engine and relevant scalable tools, configured in accordance with firm-specific requirements and budgetary constraints. Through a systematic collaborative approach, Dexco offers a tailored “turn-key” Practice Management & Accounting solution optimizing our clients’ return on investment.

## Acumin.sme

Smart, mobile and efficient for the smaller agile firm: The power of Acumin is pre-configured to support the non-accounting user through operational accounting processes and streamlined with “best-practice” personal production work models. Our clients remain focused on the delivery of quality legal services while minimizing the impact on administrative and operating costs, IT infrastructure and human resources.

## Acumin

A “Total Enterprise” solution designed for the medium to large law firm. Acumin streamlines workflow and reduces administrative inefficiencies by effectively eliminating redundant functions. Enterprise specific by design, the breadth and depth of Acumin allows for the deployment of completely innovative professional services automation (PSA) platforms adaptable to the firm’s strategic vision, business culture and clients’ needs.

## Acumin.e

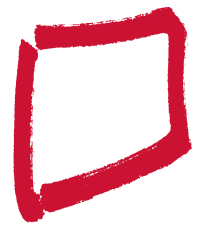
Realize immediate cost and time efficiencies by leveraging the power of Acumin’s elected elements. Our clients configure the “right” solution for their environment, optimizing depth and breadth of product in accordance with their strategic business objectives. Powerful, feature rich and scalable, Acumin.e provides progressive organizations a choice that includes all of the benefits of Acumin without compromise.

## 4 Business Acumin

4 Business Acumin is a best-in-class integrated Business Intelligence (BI) solution, providing legal firms with a trusted foundation for decision making and performance optimization. Our 4Business Acumin analytics are tailored to facilitate monitoring and feedback on the critical metrics adopted by your firm.



# Acumin.sme



## PRACTICE MANAGEMENT AND ACCOUNTING

### Acumin is Knowledge Integration

Leveraging more than 35 years of legal market experience, **Acumin.sme** is a sophisticated yet easy to use Practice Management and Accounting solution.

**Acumin.sme** delivers a complete “Professional Services Automation” experience designed specifically for organizations with limited administrative overhead. From developing an understanding of the organization’s critical sources of business, to using client and matter management tools, executing potential legal and /or business conflicts assessments, invoking effective practice management models, applying time tracking and calendaring options including MS Outlook integration, optimizing e-banking productivity opportunities, relating invoicing and collection requirements to financial accounting and reporting; the application offers smaller organizations a powerful platform on which to build an integrated knowledge system, taking full advantage of emerging technologies without compromise.

### Acumin is Practice Development

**Acumin.sme** turns data sources into information resources resulting in timely and effective practice development. Authorized parties can easily access business analytics models for effective and timely financial management, strategic planning, market understanding, client reviews, member workload assessments, budgeting, client relationship management, and the development of improved client service models.

**Acumin.sme** effectively interacts with a robust MS-SQL® database for an intuitive and efficient approach to data entry using standard MS-Window® functionality. The practice management and time-keeping tools available allow users to easily navigate through regular daily transactions without the need for complex out-of-scope operations.

### Acumin is Data Synchronization and Mobility

**Acumin.sme** works in tandem with MS Office® as well as other ODBC based products in order to maximize personal productivity by taking advantage of communication channels such as laptops, handheld PC’s, PDA’s, messaging devices and Smart phones. Users will create and execute MS-Word® merges for quick and effective creation of documents, opt to print their report in MS-Excel® for additional analysis, capture time spent from MS-Outlook® for increased recovery of time spent on a client file and make client appointments from hand-held devices for effective time management.

Mobile ready, **Acumin.sme** facilitates anytime - anywhere data entry and information retrieval, leveraging continued growth in applicable software technologies and electronic devices. With a platform ready to take full advantage of not-yet commercialized personal productivity and communication tools, **Acumin.sme** continues to optimize the individual’s revenue potential through the implementation of relevant features in support of new technology channels.

### Acumin is Professional Services Automation

**Acumin.sme** streamlines the business processes of legal organizations, enabling users to focus on their core business functions and providing the firm with the visibility it needs to overcome day-to-day business challenges.

Improve the firm’s ROI by providing clarity into matter status and profitability, effectively capturing the time spent and disbursements incurred on the client’s behalf, successfully managing allocated resources, regularly reusing intellectual property, increasing the utilization of professional teams and improving access to detailed metrics for in-depth analysis. Small changes in productivity levels lead to significant improvement to the bottom line.

## KEY SYSTEM FEATURES & TOOLS INCLUDE:

**Acumin.sme** is a smart, mobile and efficient practice management and accounting solution specifically created for agile organizations focused on the delivery of effective quality client services with minimal impact on administrative operating costs. Designed to support the non-accounting user through the various native accounting processes involved in daily operations, **Acumin.sme** is a robust professional services automation application, streamlined with “best practice” configuration and implementation models for office-wide quick deployment and cost-effective product adoption.

### PRACTICE MANAGEMENT AND CAPTURING TIME:

**Acumin.sme** uses comprehensive practice management and time entry models to encourage users to capture key information regardless of their workspace. Gain instant access to all your important case information while tracking time spent. Facilitate data management by ensuring that data is accurately entered only once.

Use personalized auto-text replace and MS-Word® Spell checking functionality for more efficient data entry methodology. Use “To-Do” frameworks and avoid missed deadlines. Employ the many tools designed to facilitate data entry and data management, enabling “Firm” focus on professional services rendered rather than data administration requirements.

### AGENDA, GROUP CALENDARING AND PDA - MS OFFICE® SYNCHRONIZATION:

**Acumin.sme** allows for the synchronization of the user’s agenda and contacts to their PDA. Users can update their agenda from any workstation – office or home – or mobile device and synchronize instantly. In addition the application stores office-wide appointments and events into one common calendar in order to identify potential scheduling conflicts.

Capture additional time records or trigger new “To dos” without the need for additional data entry. Controlling your calendar means no missed opportunities and greater control of your time.

### DATA SEARCH AND CONFLICT OF INTEREST MANAGEMENT:

Prospects, contacts, referral sources, other parties or clients are entered only once, ensuring that if the same person is needed in more than one instance, the application tracks and accurately reports each relationship for clear identification of potential legal or business conflicts.

**Acumin.sme** includes a powerful and feature rich search engine for quick and meaningful search results with drill down capability. Potential legal or business conflict results are stored on a cumulative basis for future referencing thus eliminating unnecessary printing and reducing physical storage requirements.

### CONTACT RELATIONSHIP MANAGEMENT (CRM):

Track contact and client information on the same database for “best practice” CRM processes. **Acumin.sme** stores and tracks information on other lawyers - attorneys, judges,

referral sources, important business contacts, witnesses, parties-represented, other parties, vendors etc. for a comprehensive approach to person management. Users can enter as many addresses, emails and telephone numbers as needed for each person or legal entity regardless of status.

Important dates and notes are some of the tools used in the implementation of an interactive CRM process. In addition, users can send emails, print envelopes, letters, faxes, invoices and more as well as establish relationships between persons for more meaningful reporting results.

### TIME ENTRY AND INVOICING:

The application includes a myriad of features and options for efficient and effective time entry and invoicing functionality. Users have full control of the process in which they capture time and the manner in which the invoice details are presented to their clients for optimal docket-to-collection cycles and recovery of time and disbursements invested.

### BANKING:

Reduce costly inefficiencies by improving banking processes relevant to the timely collection of accounts receivable, the opportune payment of accounts payable, the sensible execution of on-demand third party client disbursements and the effective management of trust fund activity.

Whether the organization transacts using cheques, credit cards and /or e-banking software, save time and resources by eliminating redundant data entry and streamlining pertinent processes. **Acumin.sme** includes highly automated workflow models in support of the firm’s banking requirements, maximizing enhanced cash-flow opportunities for collections and payments. With **Acumin.sme**, our clients take full advantage of trade credit opportunities and effectively manage timely receipts for optimum control of their assets.

### ACCOUNTING, TRUST AND FINANCIAL MANAGEMENT:

**Acumin.sme** includes automated general and trust accounting functionality for production level activity. With a “best-of” approach to chart of accounts design and financial statement models, the non-accounting user will be able to use standard templates for regular non-production based accounting transactions and analyse financial transactions for timely and cost-effective decision making.



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# Side-by-Side Feature Comparison

	Acumin	Acumin.e	Acumin.sme
<b>General Features</b>			
Non-modularized, single source multi-disciplinary application providing limitless data flow	✓	✓	✓
Firm definable processes and intuitive workflow tools	✓	✓	✓
Robust general ledger master account logic supported by a strong chart of accounts framework	✓	✓	✓
Enterprise definable configuration models	✓	✓	✓
User defined options and preferences, personalized tool bars and favourites	✓	✓	✓
Multi-Location: Use Acumin from multiple physical locations	✓	✓	✓
Multi-Office: Create multiple firms or profit centers	✓	opt	
Language: Application available in English, French, German and/or Spanish	✓	✓	✓
Multi-Lingual: Firm and user definable language	✓	opt	
Restricted Multi-Currency capability (billing in foreign currency)	✓	✓	✓
Full Multi-Currency capability	✓	opt	
Information Management and comprehensive reporting engine with extensive production and tactical level financial and management reporting options	✓	✓	✓
Comprehensive and flexible classification- and grouping- options for multiple reporting dimensions	✓	✓	
Reduced set of classification and grouping options, specifically tailored to needs of small law firms			✓
<b>Client Database and CRM</b>			
Comprehensive Client and Matter management tools	✓	✓	✓
Procedure based conflict and business interest management	✓	✓	✓
Client and Contact Management (CRM)	✓	opt	
<b>Time Entry and Billing</b>			
Thorough time and workload management options	✓	✓	✓
Extensive billing management tools and flexible bill formats	✓	✓	✓
Uniform task based in management invoicing and “best practice” billing models	✓	opt	
<b>Practice and Case Management</b>			
Intuitive practice management tools and activity journals	✓	opt	✓
Agenda, with group calendaring options, triggers and notifications	✓	opt	✓
Project management tools and models;	✓	opt	
Microsoft Office synchronization (Outlook, Word, Excel...)	✓	opt	✓
Policy based electronic approval models	✓	opt	
<b>General Ledger</b>			
Process based comprehensive accounting and trust management models	✓	✓	✓
Robust Expense reporting and Client disbursement tools	✓	✓	✓
General ledger budgeting and forecasting	✓	opt	
<b>Extended PSA Features</b>			
Embedded marketing related functionality	✓	opt	✓
Event management opportunities	✓	opt	
Enhanced Expense reports and petty cash management tools	✓	opt	
Human Resources (HRIS) management tools	opt	opt	opt
Client and member web portals	opt	opt	opt
Handheld device connectivity (Blackberry, Smartphone and iPhone)	opt	opt	opt
Business Intelligence (4Business Acumin)	opt	opt	opt
<b>Technical</b>			
Fully relational Microsoft SQL database	✓	✓	
Fully relational Microsoft SQL database (Edition: Express; License-free)			✓

Leverage the Power of  
Knowledge Integration

# Acumin.sme

## Building Strong Partnerships:

Through continuous product and service innovation strategies and more than 35 years of relevant industry experience backed by hundreds of installations, Dexco has been providing enterprise-specific practice management solutions to the legal community for over thirty-five years. Fostering a “no-limits” culture, our systems have evolved perennially leveraging advances in technology and legal business practices, enabling our clients to gain competitive advantage with our highly effective professional services automation systems. What has not changed are the foundations of our success – our client centered, business process implementation approach, which focuses on industry best practices, our skilled team of technical and industry experts, and our commitment to innovation and collaboration for continuous product enhancement and client service excellence. The result is that our clients view their own success story as a strategic vision for tomorrow, rather than dependant on past achievements.

Dexco has the foundation and scope to support a new generation of business tools and client-centered services providing the markets in which it operates with innovative, intuitive and highly configurable alternatives designed to encourage timely decision making in highly dynamic and competitive environments. Turning data sources into information resources; Dexco serves thousands of user's across a variety of diverse markets.

Allow us the opportunity to show you why Dexco Corporation continues to be a leading-edge solution provider and the the right technology partner for your practice management and accounting requirements.

**Dexco is that partner**

**DEXCO™**

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## Imagine...

A company that provides a completely integrated Process Automation System for Professional Services Firms including: Practice Management Tools, Calendaring & Time Docketing Alternatives, Relevant Billing Options, Multi-Office Profit Center Accounting Opportunities, a Robust Reporting Engine, Human Resource Management Functionality and a Comprehensive Business Intelligence Platform – all specifically configured in accordance with the firm's strategic vision for a congruent approach to the execution of an individual's work plan.

Dexco is that company, delivering a “turn-key” solution that includes: conversion, implementation, deployment and training services as well as a “best-in-class” post-implementation client support model and professional services.

Dexco has been a leading provider of “Total” Professional Services Automation solutions for legal firms since 1974.

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