

# SERENGETI FEATURES LIST

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[www.serengeti.com/features](http://www.serengeti.com/features)

## What are the primary features of Serengeti Tracker?

- Electronic Billing
- Matter & IP Management
- Reporting & Trending
- Budgeting & Accruals
- Service of Process
- Document Management
- Contract Management
- Internal Time Allocation

Serengeti organizes your key legal data in a secure, online system that is shared with outside counsel. All of the features necessary to manage legal matters (spending, budgets, documents and deadlines) are included.

<b>ELECTRONIC BILLING</b> ▶ Process electronic invoices in any format (LEDES, Microsoft Word, Adobe PDF) from 100% of your firms — small and large, foreign and domestic.	<b>INVOICE AUDITING</b> <ul style="list-style-type: none"> <li>• Enforce timekeeper rates, expense compliance and other billing guidelines</li> </ul>
	<b>APPROVAL ROUTING</b> <ul style="list-style-type: none"> <li>• Auto-route to preset approvers; add reviewers ad-hoc</li> </ul>
	<b>OVER-BUDGET SPENDING ALERTS</b> <ul style="list-style-type: none"> <li>• For month, fiscal year, life of matter or phase</li> </ul>
	<b>CURRENCY CONVERSION &amp; VAT</b> <ul style="list-style-type: none"> <li>• Amounts displayed in user's preferred currency</li> <li>• Taxes tracked separately</li> </ul>
	<b>INVOICE DATA TRANSFER TO AP</b> <ul style="list-style-type: none"> <li>• Configurable fields for extract to accounts payable</li> <li>• Web Services-enabled for automatic data transfer</li> </ul>
<b>MATTER &amp; IP MANAGEMENT</b> ▶ Track just the information you need, collected at the source and organized for quick retrieval.	<b>DASHBOARD</b> <ul style="list-style-type: none"> <li>• Alerts of case developments and upcoming deadlines</li> </ul>
	<b>CUSTOMIZABLE TEMPLATES</b> <ul style="list-style-type: none"> <li>• Customize information tracked for different types of projects</li> <li>• FAS 5 loss contingency tracking</li> <li>• IP specific fields for filing dates, inventors, status, etc.</li> </ul>
	<b>ENFORCEMENT OF REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Firm notified that bill will not be processed until required budget, status update, etc. is provided</li> </ul>
	<b>STATUS REPORTING</b> <ul style="list-style-type: none"> <li>• Optional or required — captures key developments from outside counsel</li> </ul>
	<b>CALENDARING</b> <ul style="list-style-type: none"> <li>• Automated email reminders; integration with Outlook and Lotus Notes</li> <li>• Master calendar for individuals/practice groups</li> </ul>

**CONTACT INFO:****Serengeti Law**[www.serengeti.com/features](http://www.serengeti.com/features)155 108th Ave. NE, No. 650  
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**W** [www.serengetilaw.com](http://www.serengetilaw.com)**features and benefits continued****MATTER & IP  
MANAGEMENT**

(cont.)

**RESULTS**

- Track matter outcome, duration, predictive accuracy and lessons learned

**EVALUATIONS**

- Evaluate and compare performance of outside counsel

**CONTRACT &  
DOCUMENT  
MANAGEMENT**

Manage all of your documents and contacts online with one collaborative system.

**COLLABORATION**

- Set dashboard alerts and email requests for review

**KEY INFORMATION  
ABOUT CONTRACTS**

- Store drafts, notices, correspondence and amendments
- Collect data about parties, terms, renewals, etc.

**DATES & EVENTS  
NOTIFICATION**

- Set notifications for key dates and events, such as renewals and deadlines

**BUDGETING &  
ACCRUALS**

Use budgeting and unbilled time reporting to capture spending estimates directly from your firms.

**LAW FIRM BUDGETS**

- If required budget is overdue, firm's bills are held
- Automatic spending-to-budget comparisons

**PHASED OR FISCAL YEAR**

- Budget by time period or litigation/IP phase

**DEPARTMENTAL  
BUDGET**

- Roll up project budgets and spending into internal budget
- Quick reforecasting for unanticipated events

**ACCRUALS FOR UNBILLED TIME**

- Firms input unbilled time and estimated spending

**REPORTING &  
TRENDING**

Produce reports that analyze budgets and spending, summarize key information and identify developing trends.

**REPORT  
GENERATOR**

- Hundreds of reports with easy-to-use filters
- One-click drill-down reporting for additional detail
- Trend analysis showing changes over time

**CUSTOM EXPORTS**

- Fully customizable exports for presentations, graphs, etc.

**"MY REPORTS"**

- Save criteria for quick generation of periodic reports

**SERVICE OF  
PROCESS**

Automatically retrieve and route S.O.P. documents and information directly into your matters.

**AUTOMATED DOWNLOAD**

- Data retrieved directly from your registered agents

**INTAKE**

- Automatic routing to existing matter or delivery to new matter

**AUTOMATIC ASSIGNMENT  
AND CALENDARING**

- Assign documents to responsible user, including deadline alerts

**INTERNAL TIME  
ALLOCATION**

Capture internal legal costs to assess department performance.

**QUICK CAPTURE**

- Input time by hour or percentage of week

**REPORTING**

- Compare outside versus internal cost; allocate to business units