



Law Firm Financial System Evaluation Checklist

This checklist helps law firms evaluate financial systems based on the functionality, automation, analytics, security, and vendor reliability required to support growth, compliance, and profitability at scale.

CORE FUNCTIONALITY

- ☐ Billing: Time & Expense: Mobile, Timer, and Offline Entry
- ☐ Billing: Split / Multi-Payer Invoices
- ☐ Billing: Client Billing Guidelines Enforcement
- ☐ Prebills: Online Review with Audit Trail
- ☐ Prebills: Multi-Attorney Workflow Support
- ☐ eBilling: LEDES & eBilling Support with Error Flagging
- ☐ Billing: Custom Rate Cards by Client/Matter/Timekeeper/Action Codes
- ☐ Cash Receipts: Multi-Payment type applications
- ☐ Trust Accounting: Rule-Based Compliance
- ☐ Trust Accounting: 3-Way Reconciliation
- ☐ AR: Customizable Invoice Templates
- ☐ AR: Collections Tracking & Aging Reports
- ☐ AP: Multi-Level Approval Workflows
- ☐ AP: 1099 and Vendor Management
- ☐ GL: Multi-Currency Support
- ☐ GL: Allocations & Recurring Entries
- ☐ GL: Full Audit Trail

ANALYTICS & PROFITABILITY

- ☐ Matter & Client-Level Profitability Reporting
- ☐ Timekeeper Utilization & Realization Metrics
- ☐ Custom Dashboards for Finance and Attorneys
- ☐ Exportable Custom Reports or BI Integration
- ☐ API or OData Feed for External Tools

▶ QuickBooks dependencies add manual work, increase compliance risks, and indicate the system lacks the integrated accounting features law firms need. Disqualify systems that require QuickBooks for any firm with over 10 attorneys.

Federate Legal Inc.

We make it affordable and manageable for law firms to migrate off outdated systems.

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WORKFLOW AUTOMATION & USABILITY

- ☐ Low-Code/No-Code Configuration Tools
- ☐ Avoids Hard-Coded Templates & Rules
- ☐ Automated Notifications & Alerts
- ☐ Approval Chains for Time, Expense, and Invoices
- ☐ Change Logging for Configuration Adjustments

IMPLEMENTATION & ARCHITECTURE

- ☐ SaaS-First, Modular Architecture
- ☐ Defined Implementation Roles (Firm vs Vendor)
- ☐ Realistic, Transparent Timeline Estimates
- ☐ Regular Product Updates and Roadmap Visibility
- ☐ Mobile Responsive, Web-Native Interface
- ☐ Intuitive Navigation for Non-Accountants

SECURITY & COMPLIANCE

- ☐ SOC 2 Type II Certification
- ☐ MFA and SSO Support
- ☐ Backup, Restore, and Uptime SLAs
- ☐ Region-Specific Data Hosting Options

VENDOR STABILITY & ECOSYSTEM

- ☐ Established Legal Market Track Record
- ☐ References from Similar-Sized Firms
- ☐ Active User Group or Community