

# THOMSON REUTERS LEGAL TRACKER MANAGED WEB SERVICE AP INTEGRATION

This document illustrates the process of integrating Thomson Reuters Legal Tracker™ (formerly Serengeti Tracker™) with an accounts payable (AP) system. The document consists of three parts:

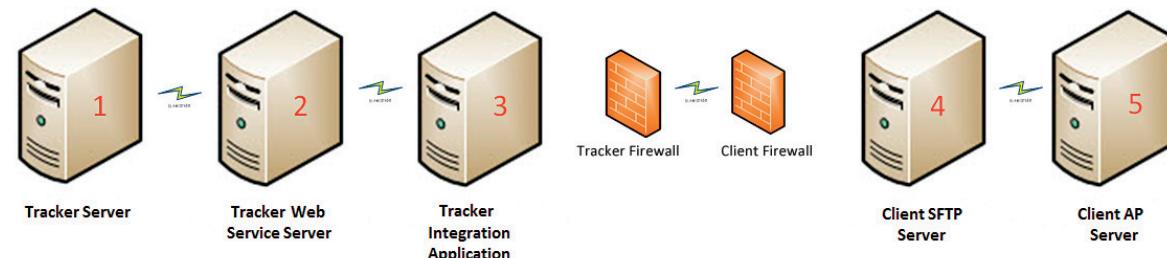
1. AP Integration Overview
2. Frequently asked questions
3. Accounts payable reverse feed file format specifications

## CONSISTENTLY RATED NUMBER ONE

Legal Tracker (formerly Serengeti Tracker) is the world's leading legal matter management, e-billing, and legal analytics system designed for corporate legal departments and law firms. Part of the Thomson Reuters Legal business unit, Legal Tracker is consistently ranked as the top-rated solution for its ease of use, international features, and quick implementation.

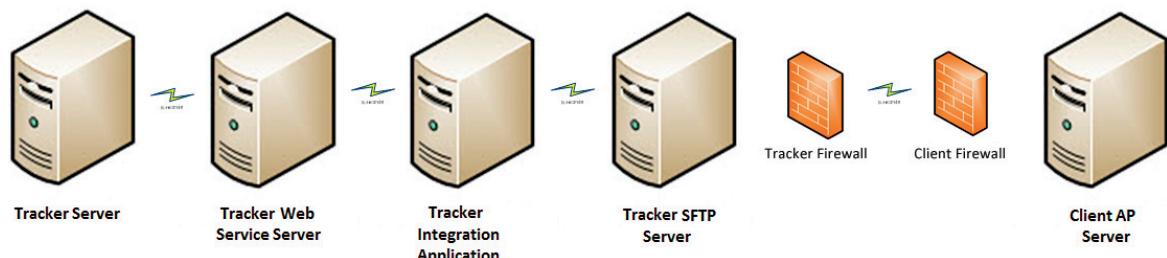
## AP INTEGRATION OVERVIEW

Legal Tracker is the most widely used corporate legal department e-billing solution. As such, many Legal Tracker clients would like to implement a feed of approved invoice data from Tracker to their AP system. This diagram shows how an AP Integration facilitates the automation.



1. Tracker batches invoices that have been fully approved
2. A Legal Tracker Web Service accesses approved invoice data from Tracker and makes the invoice data available through a SOAP-style API
3. Through the API, a Tracker integration application extracts the approved invoice data and transforms the data to meet your AP system's upload requirements
4. The Tracker integration application loads the modified invoice data to your company's SFTP server
5. Your company programs the transmission of the approved invoice data from your SFTP server to your AP system

Note that if necessary, we can provide an SFTP server to facilitate the following process:



The AP Integration also can enable a "reverse feed" of payment information from your AP system back to Tracker. To accommodate this, you will need to land an AP Reverse Feed file on the SFTP server that the Tracker integration application monitors. For more information about the AP Reverse Feed file, see the "Accounts Payable Reverse Feed: File Format Specifications" section of this document.

# FREQUENTLY ASKED QUESTIONS

## HOW LONG CAN AP INTEGRATION TYPICALLY TAKE?

Legal Tracker Professional Services can typically complete the project within 90 days from a project start date. The project usually consists of these phases:

- Gathering input requirements (e.g., SFTP credentials)
- Data mapping from Tracker output to AP system input requirements
- Programming the delivery routine in the Tracker integration application
- User acceptance testing

## IS LEGAL TRACKER PROFESSIONAL SERVICES MY ONLY OPTION FOR INTEGRATING WITH MY AP SYSTEM?

No. We can provide your company with an AP Web services account to access the Legal Tracker Web Service Server, a software development kit, and limited support for your company to build the integration on its servers. However, you may want to consider leveraging the Professional Services Team if you lack any of the following:

- In-house integration application
- IT/programming resources
- Availability and timing of IT/programming resources
- Experience with a SOAP-style API

## WHAT ARE THE FEES FOR THIS SERVICE?

The fees consist of two parts: (1) a one-time fee for us to build the integration (estimated based on client's requirement), and (2) a monthly fee of \$500 for ongoing processing maintenance and support.

## WHY IS THERE A MONTHLY HOSTING FEE IN ADDITION TO MY TRACKER SUBSCRIPTION?

AP Integration Service requires additional hardware, software, and support completely separate from maintaining a Tracker database:

1. The integration application and process is hosted on a dedicated Legal Tracker integration server. This server is separate from the server that hosts your Tracker database. It requires ongoing maintenance, including hardware and software upgrades, and resolution of any hardware issues that may arise.
2. We pay for a license to a third party integration application designed for these integration projects and the continual processing of the invoices post the projects. This software is used to benefit clients who opt for an AP Integration.
3. We have a separate integration team to support the integration process. This team provides ongoing monitoring services for both the server and the integration process. It also manages any connectivity issues with the SFTP site.

# ACCOUNTS PAYABLE REVERSE FEED FILE FORMAT SPECIFICATIONS

Thomson Reuters Legal Tracker (formerly Serengeti Tracker) includes the Accounts Payable (AP) Reverse Feed feature that enables companies to post invoice payment data into Tracker. This feature has two main benefits: First, legal vendors can log in to their Tracker systems and check payment status. Second, by updating the exchange rates in Tracker for foreign currency invoices, law departments can much more easily reconcile spending amounts in Tracker compared to their AP systems. This payment upload can be accomplished through the Tracker interface or through the Legal Tracker AP Data Exchange Web Service.

## AP REVERSE FEED FIELDS

Only one field is required in the AP Reverse Feed file – the Invoice Number. You also can include a number of optional fields. However, note that if there are multiple invoices from different firm offices with identical invoice numbers, then the Office Vendor ID field becomes required as the secondary identifier. Any fields other than those shown below will be ignored when you upload your file.

| Field Header (must match exactly) | Type    | Max Length | Required | Notes   |
|-----------------------------------|---------|------------|----------|---|
| INVOICE_NUMBER                    | String  | 31         | Yes      | If you have multiple invoices with identical invoice numbers, then Tracker uses the Office Vendor ID as the secondary, required identifier. |
| INVOICE_DATE                      | Date    | Variable   | No       | Must match format chosen by user during upload. A blank value will be ignored.  |
| OFFICE_VENDOR_ID                  | String  | 30         | No       | This becomes required only if there are multiple invoices with identical invoice numbers.   |
| FIRM_NAME                         | String  | 100        | No       |   |
| PAYMENT_DATE                      | Date    | Variable   | No       | Must match format chosen by user during upload. A blank value will be ignored.  |
| PAYMENT_EXCHANGE_RATE             | Decimal | Variable   | No       | Must be greater than 0, or the value will be ignored.   |
| PAYMENT_NUMBER                    | String  | 100        | No       |   |
| PAYMENT_STATUS                    | String  | 50         | No       |   |
| PAYMENT_COMMENTS                  | String  | 250        | No       |   |

## USAGE NOTES

- The first row in the file should be the header row that lists the columns that are present in the data file
- The fields may be in any order; the header row is evaluated to determine the position within the file

- If the Tracker interface is used to manually upload the file, then the file delimiter and date format must match the formats chosen when the file is uploaded (see below):

 **UPLOAD PAYMENT DATA (AP REVERSE FEED)**

Use this section to upload data from your AP system (e.g. check number, exchange rate, etc.)

**File Type:**  CSV (comma separated value)  Text file (tab delimited)  Text file ("pipe" delimited) [?](#)

**Date Format:**  [?](#)

**AP Reverse Feed File:**  [Browse...](#) [?](#)  
NOTE: Max file size 20MB; max upload time 10 minutes

**Upload**

**Note:** If the company has more than one invoice from different firm offices with identical invoice numbers, then Tracker uses the Office Vendor ID as the secondary (required) identifier.

Below is a sample comma-separated value (.CSV) file with payment information for four invoices:

```
"INVOICE_NUMBER","INVOICE_DATE","OFFICE_VENDOR_ID","FIRM_NAME","PAYMENT_DATE","PAYMENT_EXCHANGE_RATE","PAYMENT_NUMBER","PAYMENT_STATUS","PAYMENT_COMMENTS"
"Inv001",07/01/2009,,"Shriber & Handy",07/15/2009,1,1,"Paid","On time"
"Inv002",07/01/2009,,"Coleridge & Keats",07/15/2009,1,2,"Paid","On time"
"Inv003",07/01/2009,,"Wilson & Foley",07/15/2009,1,3,"Paid","On time"
"Inv004",07/01/2009,,"Honeychurch & Emerson",07/15/2009,1,4,"Paid","On time"
```

To learn more, please contact your representative at  
**1-888-736-9587** or visit [legaltracker.com](http://legaltracker.com).