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LAW FIRM AND MATTER MANAGEMENT

Tempolia for law firms and legal professionals

Track billable work, expenses and disbursements, prepare invoices, monitor payments and analyse the profitability of every matter.

Tempolia structures each matter from time entry through to payment. The data remains valuable for invoicing, profitability analysis, internal decisions and substantiating services to the client.

- Matters, billable work, expenses and disbursements linked to the correct client and matter.
- Fee agreements covering retainers, fixed fees, subscriptions or time-based invoicing.
- Reviewable invoice drafts, detailed billable work in an appendix and VAT on payments.

Since 1988	10,300 users	235,000 client records	40 integrations
SOFTWARE EXPERTISE	REAL-WORLD USE	MANAGED RECORDS	ECOSYSTEM

Capture the value of every billable activity

Set rates by staff member or matter and track the time actually spent.

Review before issue

Bring together fees, billable work, expenses, disbursements, deposits, appendices and descriptions.

Manage the complete matter

Keep work delivery, invoicing, payments and documents in one connected process.

A complete management cycle

From data entry to management insight

1. **Open the matter** — Define the rules and permissions.
2. **Record billable work** — Collect reliable data.
3. **Prepare the invoice** — Review before approval.
4. **Validate** — Deliver without duplicate data entry.
5. **Record payment** — Measure and improve.

WHAT THIS SOLUTION COVERS

- Billable work recorded in hours and minutes or decimal hours, by matter and staff member.
- Fee agreements, detailed billable work, and separate expenses and disbursements.
- Factur-X, electronic invoicing, VAT on payments and accounting exports.

Over 35 years in France

Tempolia supports professional-services firms with their internal management.

Supported implementation

Configuration, data migration, training and support tailored to the agreed scope.

Interoperability

Accounting integrations, API, SSO, BI, DMS and electronic invoicing.

Built for professional services

Professional-services firms manage time, budgets, invoices and payments.

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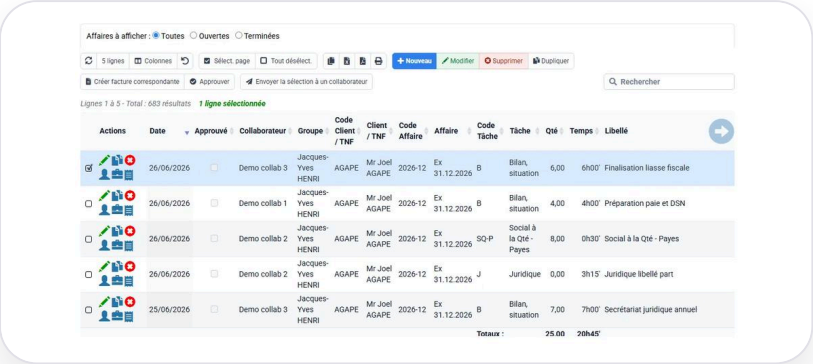
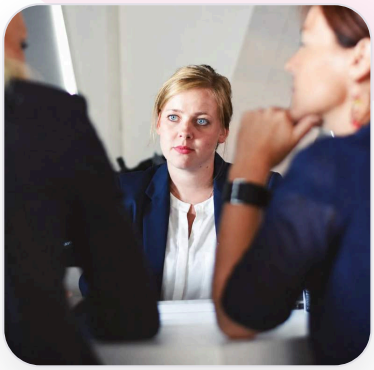
BILLABLE WORK, EXPENSES AND PERMISSIONS

Flexible, structured time entry for matter control.

The firm chooses its time-entry methods and access permissions. The data can then be analysed across several dimensions without manual reworking.





Time entry

Staff record billable work directly in the web interface, calendar or tables. Cost and billing rates can vary by matter, staff member or service type.

Expenses and disbursements

Travel and other expenses can be entered with receipts, linked to the matter and recharged according to defined rules.

Clients, contacts and matters

Matter records centralise contact details, terms, notes and relationships relevant to client service.

Valuation and confidentiality

Permissions determine which amounts are visible by staff member, group or level. Time is valued using the firm's rate scales.

Production analysis

The firm monitors workload, billable work completed, uninvoiced time and valuation variances.

Events and documents

Calls, reminders, deadlines and supporting documents create a lasting history for the matter.

- The entry can be made in hours and hundredths or in hours and minutes, from the Web, telephone, tablet or by importing Excel sheets.
- permissions can limit a user to their own time, hide financial values and distinguish visible data by staff member, folder or profile.
- Travel, expenses and disbursements remain linked to the matter for analysis, reimbursement, cost allocation and recharging.
- Analysis combines time, expenses, invoicing, matter, period, partner, staff member, client and service type without manual reworking.

Each matter becomes transparent: what was done, by whom, when, at what cost and with what next step.

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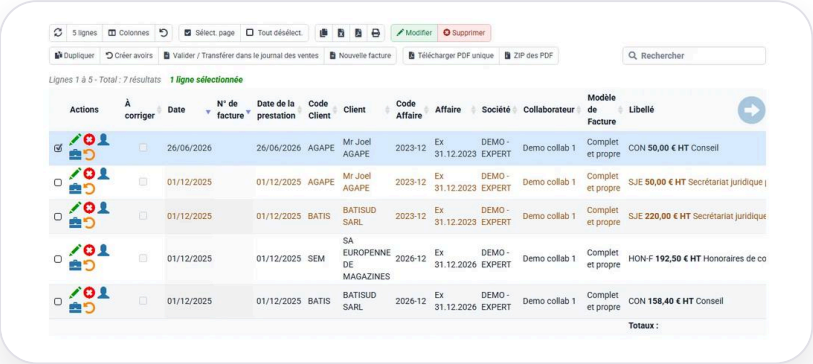
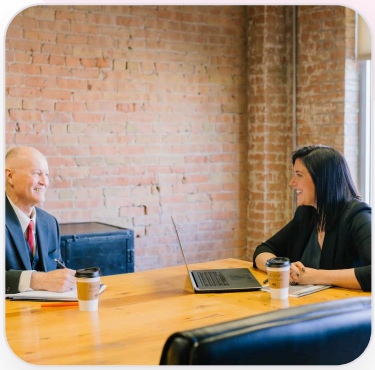
FEE INVOICING

Detailed preparation before partner approval.

Tempolia prepares invoices from fee agreements, retainers, fixed fees, subscriptions, billable work, expenses and disbursements, while retaining every detail needed for review before issue.





Fee agreements and charging methods

Fixed fees, subscriptions, retainers, deposits, time-based fees, expenses and disbursements can coexist according to the agreement and matter.

Line by line preparation

The draft selects or excludes billable work, groups or details lines, and adjusts descriptions, periods, amounts and appendices.

Detailed billable work attached

The firm can attach an appendix detailing invoiced billable work or use a summary description appropriate to the client relationship.

Separate disbursements

Disbursements remain separate from fees and internal expenses, preserving analysis, recharging and clear client substantiation.

Review before issue

The partner reviews the invoice draft, deposits, agreement, appendices, VAT and payment details before an invoice number is assigned.

Factur-X, electronic invoicing and VAT

Factur-X and electronic-invoicing flows, accounting exports, payment tracking and VAT accounting remain connected.

- The invoice draft can include or exclude time, expenses and disbursements, adjust descriptions, and detail or summarise lines according to the client relationship.
- Detailed billable work can be attached as an appendix or hidden from the client while remaining available for internal review.
- Fee agreements govern retainers, fixed fees, subscriptions, time-based invoicing, credit notes, balances and reminders linked to the matter.
- Entries, payments, Factur-X/electronic invoicing flows and exports can be transmitted to accounting, with VAT tracking on receipts and client balances.

The invoice is prepared from the work actually delivered, then approved with a complete view of the matter.

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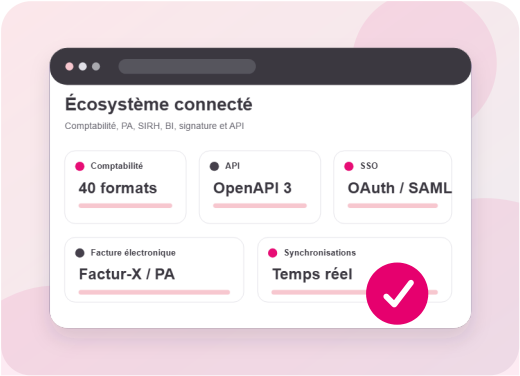
DECISION AND DEPLOYMENT

An internal management platform connected to the firm's other applications.

Tempolia centralises production and invoicing while retaining the possibility of communicating with accounting, DMS, electronic signature and management tools.



Multiple entities and numbering sequences

Firms, companies, branch offices and dedicated entities can each have their own settings.

Factur-X and accounting data exchange

Accounting exports and electronic invoicing formats are integrated into the administrative process.

Flexibility and continuous improvement

Settings adapt to the firm: permissions, matter categories, templates and dashboards.

Security and traceability

permissions and histories allow you to control access and significant operations.

- Firms, companies, branch offices and dedicated entities can each have their own numbering sequences, templates, permissions, matter categories and journals.
- Implementation must define fee agreements, disbursements, confidentiality levels, approval workflows, invoice templates and the data to migrate.
- DMS, electronic signature, accounting exports, Factur-X and electronic invoicing integrate with the firm's administrative workflow.
- Testing a real matter validates the complete workflow: entry, preparation, approval, payment, reminder, export and analysis.

NEXT STEP

Request a demo

Testing Tempolia on a real engagement lets you confirm its operational value before a wider rollout.

www.tempolia.com/contact/ **01 43 79 25 18**