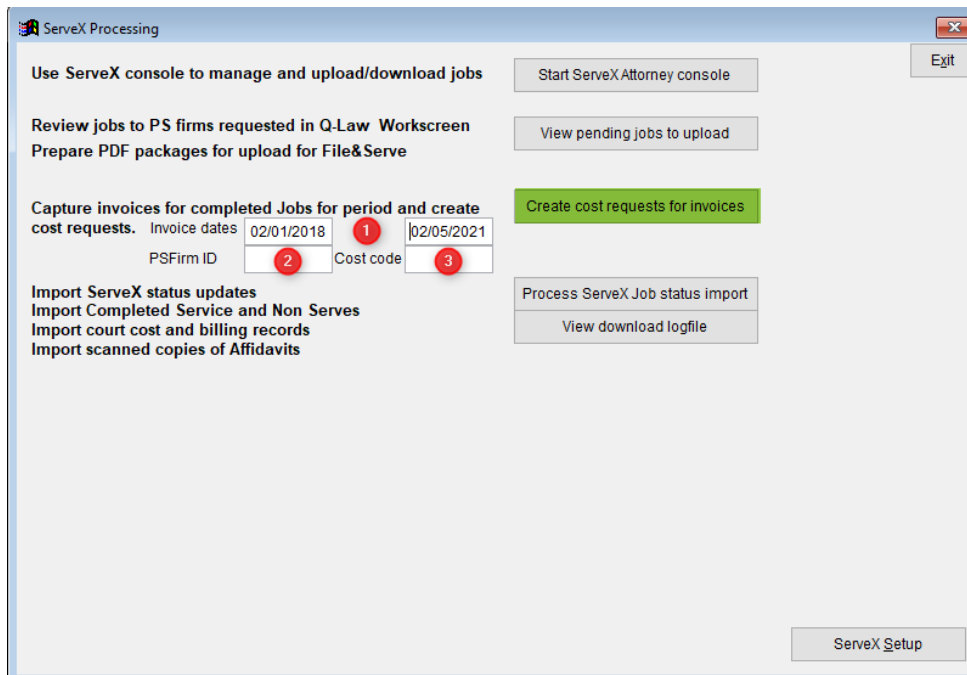


Automating Cost Checks with ServeX

Creating cost requests from ServeX can be done with just a few clicks.

Populating cost checks from ServeX

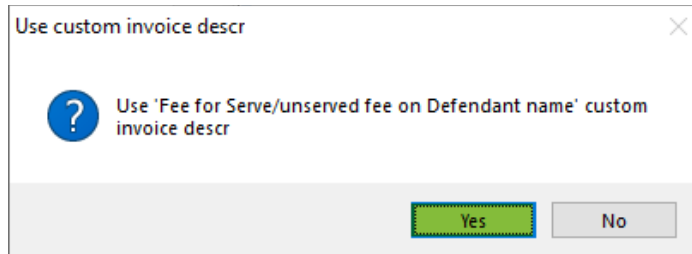
The ServeX module can be found in Maintenance > EDI – Custom Modules > ServeX File & Serve. To retrieve your invoice and automatically create cost requests, click **[Create Cost Requests for Invoices]**.



The screenshot shows the 'ServeX Processing' window with the following elements:

- Use ServeX console to manage and upload/download jobs**: Start ServeX Attorney console, Exit
- Review jobs to PS firms requested in Q-Law Workscreen**: View pending jobs to upload
- Capture invoices for completed Jobs for period and create cost requests.**: Invoice dates (02/01/2018 to 02/05/2021), PSFirm ID, Cost code. A green button 'Create cost requests for invoices' is highlighted.
- Import ServeX status updates**: Process ServeX Job status import, View download logfile
- Import Completed Service and Non Servces**
- Import court cost and billing records**
- Import scanned copies of Affidavits**
- ServeX Setup button at the bottom right.

1. Enter beginning and ending invoice date for cost request data
2. Enter a valid PSFirm ID to include only that firm's invoices, or leave blank to include all
3. Enter a valid Q-Law or Q-LawE cost code
4. Click **[Create Cost Requests for Invoices]**
5. To make the description of the check be "Fee for Serve" or "Fee for Unserved" click **[Yes]** to the following question:

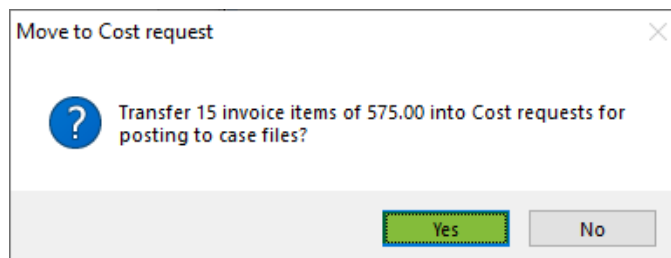


A grid with the details will display:

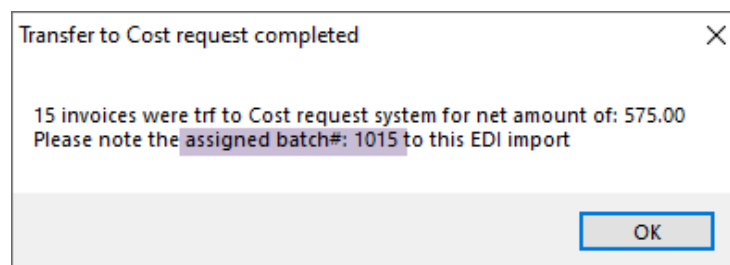
Ourfile	Ps_id	Payname	Defno	Defserve	Laststatus	Client_cid	Client_id	Invdate	Invcostcode	Descr
000224	S0007	Servex Processor - testing/demo account2	1	ABENANTE, BRUCE	SERVED	0000000006S00290911	S0029	09/29/2011		Fee for: SERVEI
000224	S0007	Servex Processor - testing/demo account2	1	ABENANTE, BRUCE	SERVED	0000000006S00290911	S0029	09/29/2011		Fee for: SERVEI
000224	S0007	Servex Processor - testing/demo account2	1	ABENANTE, BRUCE	SERVED	0000000006S00290911	S0029	09/29/2011		Fee for: SERVEI
10-12365	S0007	Servex Processor - testing/demo account2	1	Goldman, Nina	SERVED	0000000004S00290511	S0029	05/19/2011		Fee for: SERVEI
11-10041	S0007	Servex Processor - testing/demo account2	1	Homemaker, Sally	SERVED	0000000007S00291011	S0029	10/12/2011		Fee for: SERVEI
11-00043	S0007	Servex Processor - testing/demo account2	1	Russo, Floriana Dell	SERVED	0000000010S00291011	S0029	10/31/2011		Fee for: SERVEI
11-00043	S0007	Servex Processor - testing/demo account2	1	Russo, Floriana Dell	SERVED	0000000010S00291011	S0029	10/31/2011		Fee for: SERVEI
11-00042	S0007	Servex Processor - testing/demo account2	1	Sieber, Christine	SERVED	0000000009S00291011	S0029	10/31/2011		Fee for: SERVEI
012345	S0007	Servex Processor - testing/demo account2	1	brown, kimberly	SERVED	0000000005S00290911	S0029	09/29/2011		Fee for: SERVEI
012345	S0007	Servex Processor - testing/demo account2	1	brown, kimberly	SERVED	0000000005S00290911	S0029	09/29/2011		Fee for: SERVEI
11-00044	S0007	Servex Processor - testing/demo account2	1	Arcaro, Nicholas	UNSERVED	0000000012S00291011	S0029	10/31/2011		Fee for: UNSER
11-00043	S0007	Servex Processor - testing/demo account2	2	Russo, Flora Dello	UNSERVED	0000000011S00291011	S0029	10/31/2011		Fee for: UNSER
11-00043	S0007	Servex Processor - testing/demo account2	2	Russo, Flora Dello	UNSERVED	0000000011S00291011	S0029	10/31/2011		Fee for: UNSER
11-00043	S0007	Servex Processor - testing/demo account2	2	Russo, Flora Dello	UNSERVED	0000000011S00291011	S0029	10/31/2011		Fee for: UNSER
03212012	S0007	Servex Processor - testing/demo account2	1	test, surinder	UNSERVED	0000000018S00290312	S0029	03/22/2012		Fee for: UNSER

6. Click **[Exit]**

7. To create cost requests, click **[Yes]** to the following question:



8. The last message box gives you information for posting your checks:





Bookkeeping for Auto posting cost checks

To auto post these cost checks, go to Bookkeeping > Cost Check – Auto Post.

1. Choose the batch shown for the assigned batch highlighted in the screenshot on the bottom of page 2.

Batch#	Ourfile	Hold	Status	Count
1015				15
20210108				3
20210111				1
20210112				1
20210114				3
20210122				2
20210201				2
20210202				1
20210203				1

Ourfile	Hold	Status	Batch	Apostmsg	Costcode	Payto	Payname	Descr	Amount	Byuser	Bydate	Bytime	Revdate
1001651		PENDING						new suit service fee	65.00	RENEE	01/08/2021	14:42:45	/ /
1004827		PENDING	20210108			11	SHERIFF	new suit service fee	65.00	KATHER	01/08/2021	13:34:33	/ /
1004825		PENDING	20210108			11	SHERIFF	new suit service fee	65.00	KATHER	01/08/2021	13:40:10	/ /

2. Create checks:

Ourfile	Hold	Status	Batch	Apostmsg	Costcode	Payto	Payname	Descr	Amount	Byuser	Bydate	Bytime	Revdate
---------	------	--------	-------	----------	----------	-------	---------	-------	--------	--------	--------	--------	---------

1. **Create** the batch.
2. **Validate** the program will validate the checks, checking for valid court, etc.
3. **Setup Splitcheck**.
4. **Autopost** posts the cost checks to the cases and creates checks to print from Print Check menu in Bookkeeping.