

LAWTRAC

Enhanced Invoice Processing Quick User Guide – v3.3

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Invoice Summary

When viewing an invoice in LAWTRAC, the top portion displays the invoice number, outside counsel or vendor information, and accounting codes. The outside counsel or vendor's full name, address, & phone number are displayed to identify who the invoice is from. In addition, the accounting information is included to display additional identifiable information for the outside counsel or vendor.

Top Area of an Invoice

Invoice Date	FY/QTR	Recorded	From	To	Approved	To Acct.	Paid
--------------	--------	----------	------	----	----------	----------	------

Invoice Dates

The second section of the invoice view screen displays the key invoice dates. Each date is identified below with a brief summary of what they represent.

Invoice Date	FY/QTR	Recorded	From	To	Approved	To Acct.	Paid
--------------	--------	----------	------	----	----------	----------	------

- 1. Invoice Date** - This is the date of the invoice. This date is entered when creating the invoice. It may also reflect the invoice date an outside counsel or vendor used when submitting the invoice. This is an editable field.
- 2. Fiscal Year and Fiscal Quarter (FY/QTR)** – The fiscal year and quarter reflects the values set-up in your LAWTRAC application to identify the period of an invoice. These fields are editable.
- 3. Recorded Date** – This is the date the invoice was entered into LAWTRAC. This date field is not editable.

4. **Period From and Period To** – These dates indicate the period the invoice covers. These fields are editable.

5. **Approved** – This date reflects when an invoice is approved. It is automatically populated when the last approver approves the invoice. This is an editable field.

6. **Date To Accounting** – This reflects the date when an invoice was sent to your company's Accounts Payable Department. This is an editable field.

7. **Date Paid** – This is the date the invoice was paid. This is an editable field.

Invoice View Tools

The upper right hand corner of the new invoice view screen contains a tools box with five icons. Each icon represents a particular function. Below is a breakdown of the task performed by each tool:

 The edit pencil icon allows users to edit the top portions of the invoice including date fields, comments and other free-text fields.

 The printer icon creates a PDF version of the invoice. Once created, this file will be available for viewing in the Supporting Invoice Documents section of the screen.

 The email icon gives users the ability to email a PDF version of the invoice. This link will appear when there is a printable view already created.

 The green (augment) icon gives users the ability to add additional line items to a detailed invoice.

 The memo icon allows you to enter a private note about the invoice. This note can also contain a follow-up date which will appear in your 'Reminders' area.

About The about link will bring you to the Invoice View Tools Blog on the LAWTRAC Online Blog site.



Editing a Detailed Invoice

The following fields on the invoice view screen are editable:

- Invoice Date
- FY/QTR
- Date Recorded
- Invoice From and To dates

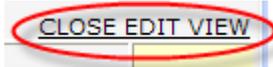
- Approved
- To Acct.
- Paid
- All Free Text UDC Fields
- Invoice Line Items (dates and amounts)

To edit a detailed invoice, click the pencil icon  in the invoice view tools area.

The invoice screen will appear in edit mode. This screen has three sections. The first section contains the editable fields from the top portion of the invoice view screen.

Click into the desired field to make an adjustment. Click Save Changes once all adjustments are made. The screen will refresh back to the invoice view screen.

This section also contains the Close Edit View link.



You can click this link to return back to the invoice view screen.

The second section contains the EDIT DATES ON LINE ITEMS section. This section gives you the ability to edit the date(s) on a line item.

EDIT DATES ON LINE ITEMS					Edit Line Amounts
LEDES Code	Date Of	Date From	Date To	Date Incurred	
1. L390	05/01/08	04/01/08	04/15/08	04/03/08	Save
2. LS10	05/01/08	04/01/08	04/15/08	04/03/08	Save
3. E101	05/01/08	04/01/08	04/15/08	04/03/08	Save

Click into the desired field to make an adjustment. Click Save to the right of the line item to record the changes.

You also have the ability to edit line item amounts. To do so, click the Edit Line Amounts link.

The screenshot shows a header with the link "Edit Line Amounts" circled in red. Below it is a table with three columns: "Date From", "Date To", and "Date Incurred". Each column contains three rows of date input fields, all showing "04/01/08", "04/16/08", and "04/03/08" respectively.

The EDIT LINE ITEM AMOUNTS screen will appear.

The screenshot shows the "EDIT LINE ITEM AMOUNTS" screen. It features a table with the following columns: ITEM, DATE, ITEMS, EACH, ADJUST, and SAVE. A "Return To Invoice" link is visible in the top right corner. The table contains three rows of data:

ITEM	DATE	ITEMS	EACH	ADJUST	SAVE
L390 Other Discovery <i>Beasley</i>	04/03/08	<input type="text" value="1.00"/>	<input type="text" value="20.00"/>	<input type="text" value="0.00"/>	<input type="button" value="Save"/>
L510 Appellate Motions and Submissio <i>Beasley</i>	04/03/08	<input type="text" value="1.00"/>	<input type="text" value="30.00"/>	<input type="text" value="0.00"/>	<input type="button" value="Save"/>
E101 Copying <i>Company</i>	04/03/08	<input type="text" value="200.00"/>	<input type="text" value="0.10"/>	<input type="text" value="0.00"/>	<input type="button" value="Save"/>

Make the desired adjustments to the amounts. Click Save to record the changes. The text "Saved" will appear to the right of the line item once the adjustment has been made.



You also have the ability to return to the invoice view screen, by clicking the Return To Invoice link in the upper right hand corner.

The third section has the DELETE THIS INVOICE section. To delete the invoice, input Yes in the text box and click Delete Invoice. Note: This action is not reversible.

The screenshot shows the "DELETE THIS INVOICE" section. It features a yellow caution bar with the text "CAUTION: There is no recovery from this action." To the right, there is a text input field containing "Yes" and a "Delete Invoice" button. A message above the button reads "You must enter the word 'Yes' to continue:".

Editing a Summary Invoice

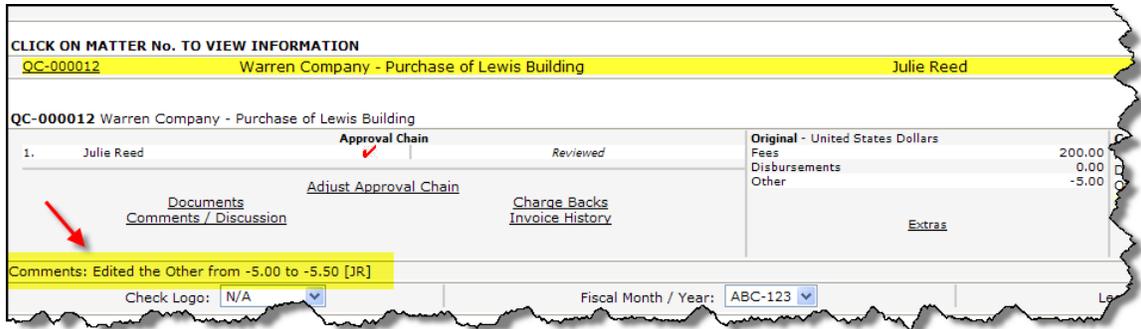
To edit a summary invoice, click the Edit Matter Value Items link located directly below the matter information on the invoice view screen



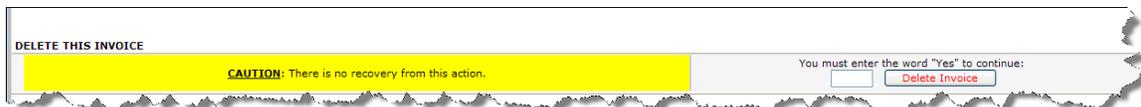
Once the Edit Summary Invoice Data screen appears, make the required adjustment and add a comment if desired. Click Save to record the changes.



Note: If a comment is entered, it will appear below the Comments/Discussion area.



To delete a summary invoice, click the pencil icon  in the invoice view tools area. Scroll to the DELETE THIS INVOICE section. To delete the invoice, input Yes in the text box and click Delete Invoice.

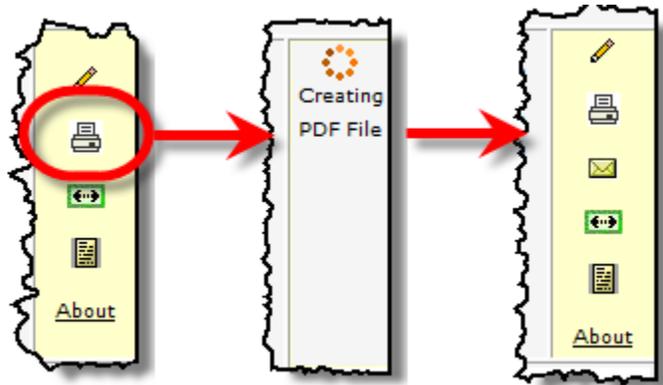


Note: This action is not reversible.

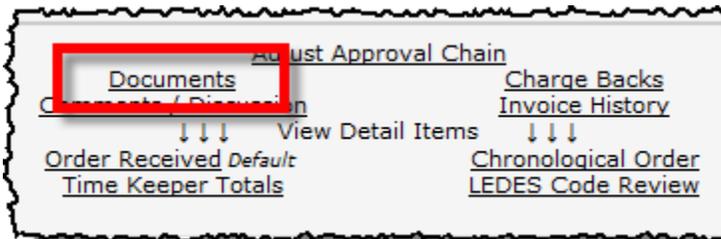
Creating Invoice Print View

To create a print view of an invoice, click the printer icon  in the tools area of the invoice view screen.

Click the printer icon. The tools area will refresh to show the create activity. When finished, the tools will reappear. Note: The email icon will also appear when a print view exists. This icon will attach a copy of the PDF file when sending the email.



The center of the invoice screen will state in red letters that the invoice print view is ready.



The PDF file will appear in the Other Supporting Invoice Documents area of the invoice view screen. Clicking the file name will allow you to open or download the file.

PRINT VIEW COMPLETE: SEE DOCUMENTS AREA BELOW

CLICK ON MATTER No. TO VIEW INFORMATION

JH-001222 Robert (Bob) Johnston Slip & Fall; Corporate Campus Jim Harris 29,990.44

JH-001222 Robert (Bob) Johnston Slip & Fall; Corporate Campus

Approval Chain		Original - Canada Dollars	Current
1. Lois Lane	Reviewed	Fees	25,709.50
2. Daniel Invoicer	Not Yet Reviewed	Disbursements	4,624.75
3. Barbara Morrell	Not Yet Reviewed	Other	658.00
4. Jim Harris	Approve Reject Workbase		30,992.25
			29,990.44

Adjust Approval Chain | Charge Backs | Invoice History

Comments / Discussion | View Detail Items

Order Received Default | Chronological Order | Time Keeper Totals | LEDES Code Review

Currency: Canada [CAD] Exchange Rate: 1.0334

Paid by T.B.S.: N/A | Paid by Insurance: N/A | Paid by Other: N/A

SUPPORTING INVOICE DOCUMENTS Add Document Close

Document Name	Date	Description	Size
33_Example_JH-001222_LINES.txt	09/19/10	Invoice Line Items	4892 bytes

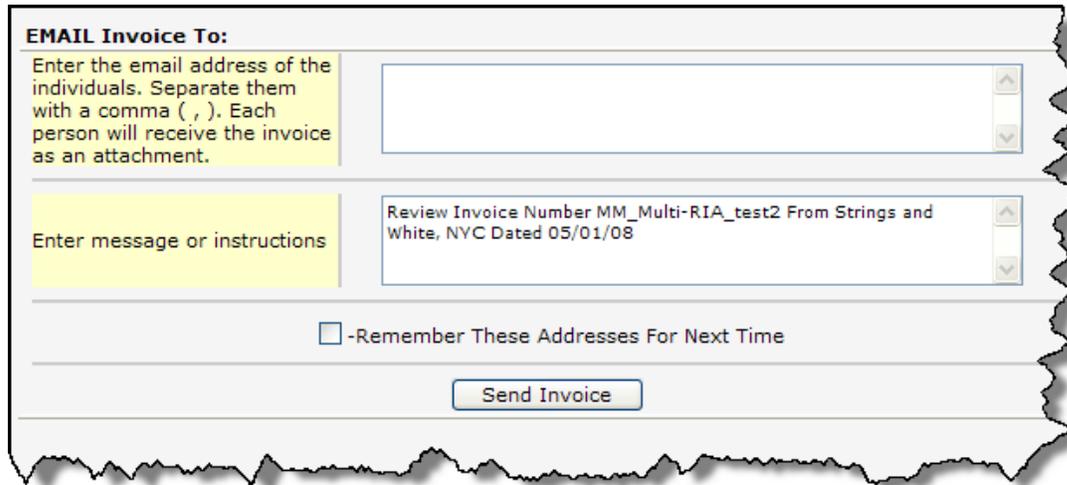
OTHER SUPPORTING INVOICE DOCUMENTS

Document Name	Date	Description	Size
33_Example.pdf	09/19/10	Invoice Supporting Document	20782 bytes

You can add documents by clicking the Add Documents Link

Emailing an Invoice

To email an invoice, click the email icon  in the invoice view tools area. Note: This icon will only appear if a PDF version of the invoice was created. The Email Invoice To window will appear. Input the email address of the individual(s) you want to send the invoice to.



EMAIL Invoice To:

Enter the email address of the individuals. Separate them with a comma (,). Each person will receive the invoice as an attachment.

Enter message or instructions

Review Invoice Number MM_Multi-RIA_test2 From Strings and White, NYC Dated 05/01/08

-Remember These Addresses For Next Time

Send Invoice

Enter the desired message or leave the default message that appears. If you want to remember the email addresses entered, select the option Remember These Addresses For Next Time.

Click Send Invoice to email the file. It will be sent to the recipients as an email attachment.

Augmenting

The purpose of augmenting an invoice is to add a line item or a matter to an existing invoice.

Three things to know about Augmenting...

1. The augmenting process will not work if the invoice selected for augmentation has a Control Amount (i.e., if the Control Amount feature in Administration | Finance | Invoice Switches was ON when the Detailed invoice was created.) Therefore, ensure that the control amount switch is turned off when augmenting a detailed invoice.
2. The Augment link under the Add New Invoice page will not be visible if you do not have Augment Invoice permission checked under your personal profile. To find and check permissions: Go to People, select the specific staff member, click

the Menu Permissions tab and view the Invoices section to check or uncheck the 'Augment' box.

Barbara Abe - Menu Permissions		
Matter	My Coworkers	<input checked="" type="checkbox"/>
	Add	<input checked="" type="checkbox"/>
	Search	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> -Restrict Results To Assignments	
	Research	<input checked="" type="checkbox"/>
Invoices	Invoices	<input checked="" type="checkbox"/>
	Edit An Invoice	<input checked="" type="checkbox"/>
	Augment	<input type="checkbox"/>

- Once an invoice is augmented, all previous approvals and/or rejections will be reset. After the invoice has been augmented, refresh the invoice view screen once for the updated invoice amounts to appear.

Augmenting a Detailed Invoice

There are two ways to augment a detailed invoice: by adding additional line items or by adding new matter/s to the existing invoice.

Adding Additional Line Items

To add additional line items to an existing detailed invoice, select the desired detailed invoice from the View Invoice page under the Invoices tab. In the detailed invoice screen, click the augment icon  in the invoice view tools area.



Select and input the data for the new line item. Click Add New Line.

AUGMENT A LINE ITEM TO INVOICE No. November_24

Reminder: Once You Augment This Invoice, All Previous Approvals and/or Rejections Will Be Reset. Refresh the invoice when complete to see the total amounts updated.

Record Against: 00-000130 | Ferguson v. GT
 Timekeeper: Administrator | On Date: 01/27/08
 Classification: B100 | Administration

Hours / Items	*	Hr.Rate / Cost ea.	+	Adjustment	=	Line Total
1		50000		0		50000

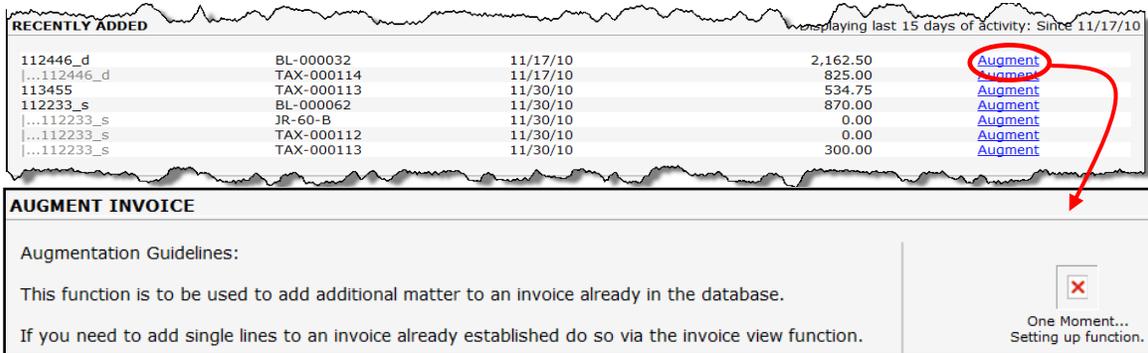
Comments:

Refresh the invoice view screen. The augmented line appears on the invoice with the notation the augmented line was added and who it was added by.



Adding Additional Matter

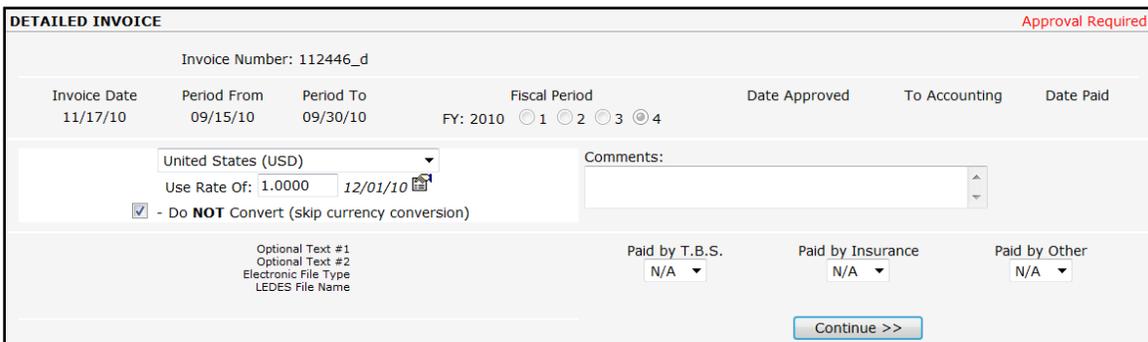
To add additional matter/s to an existing detailed invoice, go to the Add New Invoice page under the Invoices tab. Select the firm/vendor and the bottom pane will refresh to display a list of that firm's invoices that have an invoice date within the past 15 days. Click the [Augment](#) link to the right of the invoice you want to augment.



The [Augment](#) link will bring up a template to add an additional matter to the selected invoice. Select the desired Matter Record, and click “Set Matter.”



The Detailed Invoice screen will appear. Input desired information and click Continue.



The Add Line Item screen will appear next. This will add a line item to the matter you have just added to the invoice. Input the desired information and click Continue.

ADD LINE ITEM - Invoice No. 112446_d 2,987.50

Work By: Administrator
 On Date: 09/15/10
 LEDES Code: B100 | Administration
 Activity: A001 | Activity

Comments:

Hours / Items	Hr. Rate / Cost ea.	Adjustment	Line Total
1	0	0	

[View Rate Card](#)

[Continue >>>](#)

-Add Another Line After This One
[Go To Review Page >>>](#)

The matter has been added to the invoice. Select your next action from the screen: Add Another Line Item, Add Another Matter, or Finish.

REVIEW - Invoice No. 112446_d - JR-61 2,987.50

WHO	WHAT	UNITS	COST PER	ADJ	SUM	DEL
1. Administrator	B100 [F] Administration	1.00 hrs	0.00 /per hr.	0.00	0.00	

Line Formula: Units x Cost Per + Adjustment = SUM **Recorded Total: 2,987.50**

-Click to remove a line and re-enter it.

What do you want to do next?
[Add Another Line Item](#) [Add Another Matter](#)
Finish

Augmenting a Summary Invoice

There is only one way to augment a summary invoice: by adding matter/s to an existing summary invoice.

To augment a summary invoice, go to the Add New Invoice page under the Invoices tab. Select the firm/vendor and the bottom pane will refresh to display a list of that firm's invoices that have an invoice date within the past 15 days. Click the [Augment](#) link beside the summary invoice you want to augment.

RECENTLY ADDED Displaying last 15 days of activity: Since 11/17/10

112446_d	BL-000032	11/17/10	2,162.50	Augment
[...]112446_d	TAX-000114	11/17/10	825.00	Augment
113455	TAX-000113	11/30/10	534.75	Augment
112233_s	BL-000062	11/30/10	870.00	Augment
[...]112233_s	JR-60-B	11/30/10	0.00	Augment
[...]112233_s	TAX-000112	11/30/10	0.00	Augment
[...]112233_s	TAX-000113	11/30/10	300.00	Augment

AUGMENT INVOICE

Augmentation Guidelines:

This function is to be used to add additional matter to an invoice already in the database.

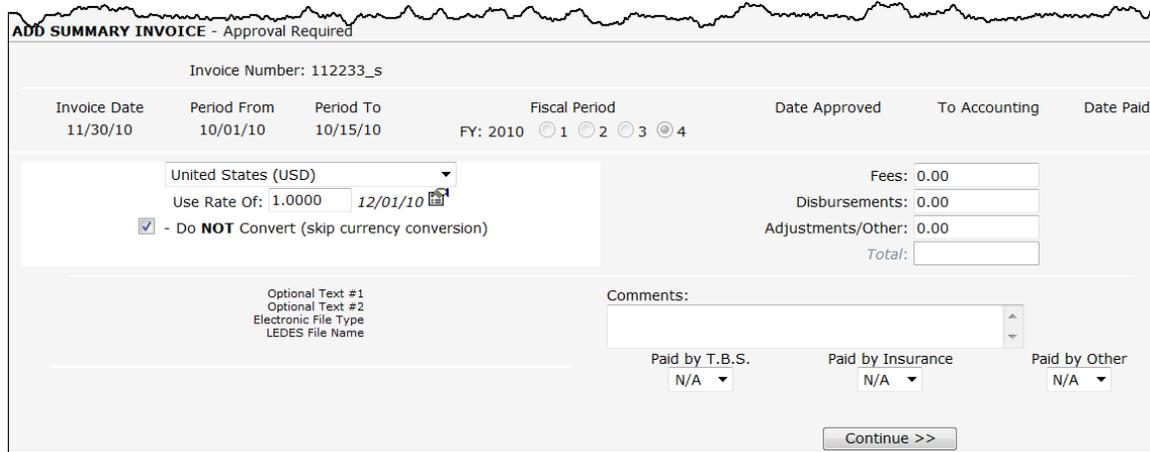
If you need to add single lines to an invoice already established do so via the invoice view function.

One Moment...
Setting up function.

The [Augment](#) link will bring up a template to add an additional matter to the selected invoice. Select the desired Matter Record, and click “Set Matter.”



The Add Summary Invoice screen will appear with the selected matter. Input the desired information and click Continue.



The new matter has been added to the summary invoice. The Invoice Recorded—Select Next Action screen appears with four choices: Another Matter, New Invoice Same Vendor, New Invoice New Vendor, or View Invoice. If you are finished with the augmenting process, select the View Invoice link. If you would like to add another matter, select the Another Matter link or you can repeat the Add New Invoice | Augment process.



Creating a Memo

To create a personal memo, select the memo icon  in the invoice tools area of the invoice view screen. The invoice view screen will refresh and the NEW INVOICE NOTE section will appear.

Input the desired note and add a follow-up date (if necessary). Click Save.

Once entered, this memo is only visible to the individual who entered it.

Invoice Total

The total of the invoice is displayed in the upper right hand corner in large bold text. This represents the total for all matters linked to the invoice.

Free Text UDC Fields

There are up to twelve user definable free-text fields available for use (total displayed is determined by your company's invoice settings). These fields can house data such as check numbers, payment information, reference numbers, etc.

Note: When a LEDES invoice first arrives, two of the fields are populated with the LEDES file name and a LEDES 'marker'. These fields are editable by your LAWTRAC Administrator.

Invoice Status Markers

There are five invoice status markers. These indicators reflect a "Yes" or "No" value your company can use to quickly identify the status of the invoice.

Users can change these markers by clicking on the circle icon to the left of the name.

Invoice Top: Extra Indicators



Matters

The matter information appears in the middle section of the invoice view screen. This area will display all matters linked to the invoice. If the invoice is multi-matter, each matter will be displayed individually. The active matter is highlighted in yellow. When a particular matter is selected, the approval chain, processing rules, etc. will reflect the invoice settings for that matter.

You can view the matter record by selecting the ► to the right of the matter number.

The screenshot shows the middle section of an invoice with the following table:

CLICK ON MATTER No. TO VIEW INFORMATION				Classification: Multi-Matter Summary Invoice
18-000766	Faulty Buttons from New Vendor	Julie Reed	950.01	►
SBARCDREFG	Jack Rabbit vs. Top Button Shirts, Inc.	Adam Invoicer	3,358.11	►

Control Panel

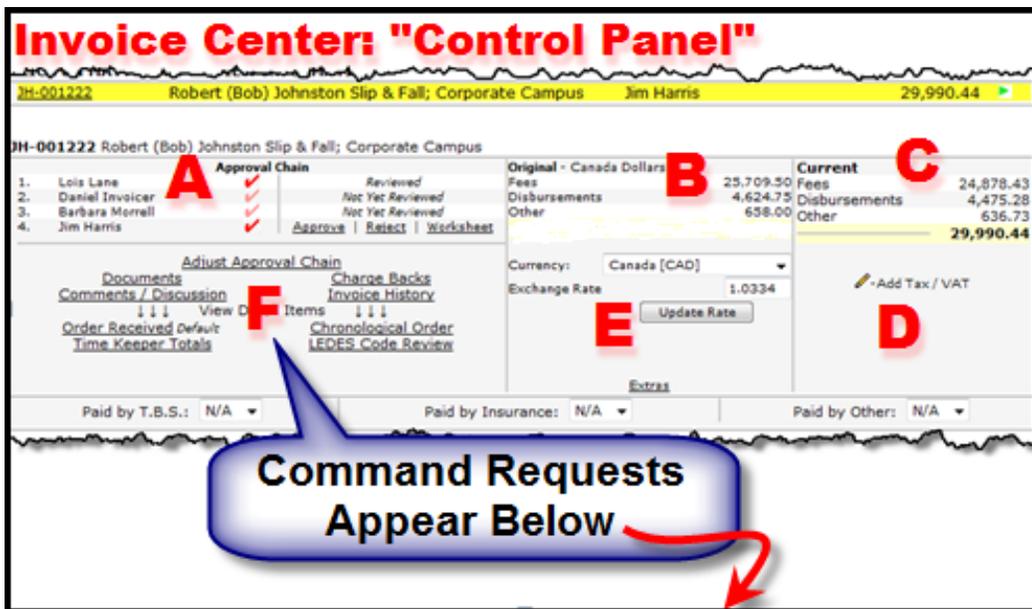
The center of the invoice view screen includes a group of links and data fields referred to as the 'Control Panel'.

These links and fields display key invoice data elements. You have the ability to select alternate views for line items as well as make adjustments to settings like the invoice approval chain.

The following section outlines these areas.

- A. Approval Chain
- B. Original Amounts
- C. Current Amounts

- D. VAT Activities
- E. Currency Conversion (if any)
- F. Operational Links:
 - Adjust Approval Chain
 - Invoice Documents
 - Charge Backs
 - Comments Recorded
 - Invoice History
 - Line Items Received
 - Chronological Order of Line Items
 - Time Keeper Totals
 - LEDES Code Review

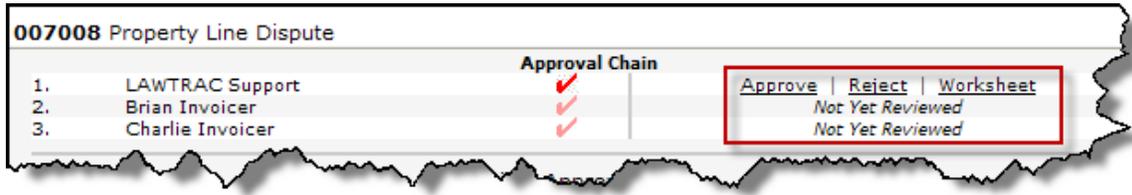


Approval Chain

The approval chain section displays the invoice chain along with the current status by approver. The status' **Not Yet Reviewed**, **Reviewed**, **Approved** or **Rejected** will appear to the right of the approver's name to indicate the current approval status.

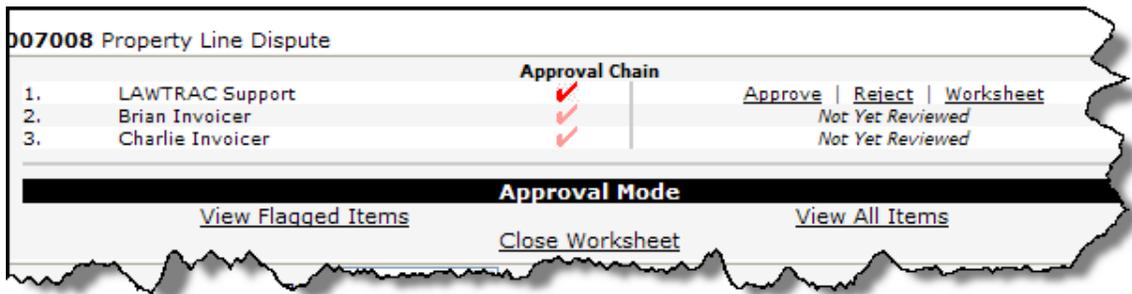
007008 Property Line Dispute		
Approval Chain		
1.	Adam Invoicer	Not Yet Reviewed
2.	Brian Invoicer	Not Yet Reviewed
3.	Charlie Invoicer	Not Yet Reviewed

If you are an approver on the invoice, you have the option to **Approve**, **Reject**, or display the **Worksheet** view of the invoice.



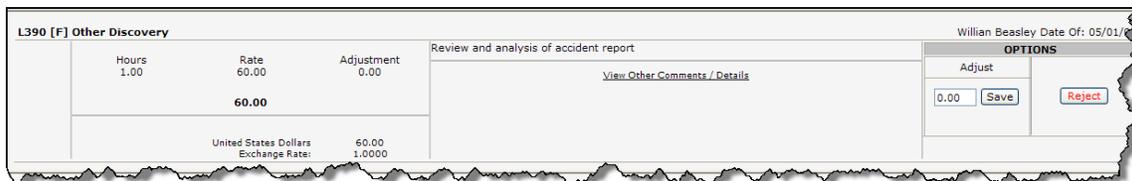
Worksheet

When the Worksheet option is selected by an approver, the following Approval Mode section will appear.



View All Items

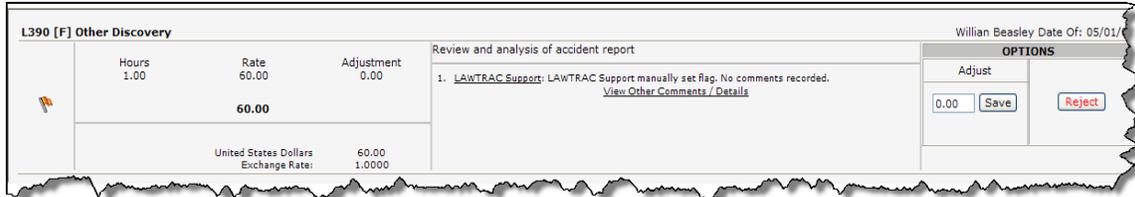
By default, the View All Items will appear when the Worksheet option is selected. Each line item will be displayed in the format below. Approvers have the ability to adjust or reject a line item.



Note: Prior to selecting the Worksheet view, approvers can review the invoice and make comments. See the View Detail Item section for the different views that can be selected to review an invoice prior to making any adjustments or approving the invoice.

View Flagged Items

The View Flagged Items link allows you to view any line items that were flagged during the invoice review process. Once this link is selected all flagged items will appear as seen below.



The screenshot shows a table with columns: Hours, Rate, Adjustment, and a description. The first row has 1.00 hours at a rate of 60.00, with an adjustment of 0.00. The description is "Review and analysis of accident report". Below the table, there is a section for "United States Dollars" with an exchange rate of 1.0000. To the right, there is a section titled "OPTIONS" with an "Adjust" field set to 0.00, and "Save" and "Reject" buttons. A "View Other Comments / Details" link is also present.

Hours	Rate	Adjustment	Description
1.00	60.00	0.00	Review and analysis of accident report

United States Dollars
Exchange Rate: 1.0000

Adjust: 0.00 [Save] [Reject]

[View Other Comments / Details](#)

If desired, you can reject the line item by selecting Reject. The following prompt will appear for you to confirm this action.



Once Ok is selected, the Reason For Rejecting field will appear. Enter the reason for the rejection and click Save.



The screenshot shows a form with a label "Reason For Rejecting" and a large text input field. A "Save" button is located to the right of the input field.

Note: Outside Counsel will see the comments entered in this field.

The screenshot displays three line items in an approval interface:

- E101 [D] Copying:** Status: Green. Callout: "Green Indicates The Line Item Has Been Approved But With Changes".
- L150 [F] Budgeting:** Status: Yellow. Callout: "Yellow Indicates A Rejected Line Item".
- L140 [F] Document:** Status: White. Callout: "White... No Action".

Each line item includes a table with columns for Count, Each, Adjustment, Rate, and United States Dollars. The interface also features an "OPTIONS" section with "Adjust", "Save", and "Reject" buttons.

Close Worksheet

The Close Worksheet option will close the Approval Mode section.

Approving an Invoice

If you are an approver on the invoice, you can select the Approve link to the right of your name to proceed with approving the invoice.

The screenshot shows an "Approval Chain" for invoice "007008 Property Line Dispute". The chain consists of three steps:

- LAWTRAC Support (checked)
- Brian Invoicer (checked)
- Charlie Invoicer (checked)

Next to the "Charlie Invoicer" step, there are three buttons: "Approve" (highlighted in yellow with a red arrow), "Reject", and "Worksheet". Below the "Approve" button, the text "Not Yet Reviewed" is displayed.

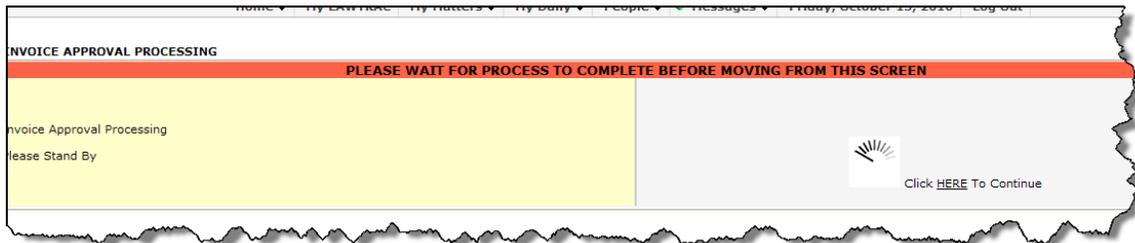
Once selected, the invoice screen will appear and the Approve Invoice option will appear in the lower section of the screen

The screenshot shows the "APPROVE INVOICE" screen. The "Approve Invoice" button is circled in red. The text "Hand Off To: Brian Invoicer" is visible in the top right corner.

Click Approve Invoice to proceed with the approval. The following prompt will appear.



Click Ok to proceed. The invoice processing screen will appear. Do not navigate from this screen. Once the process is completed, the invoice screen will refresh.



The Approval Chain section of the screen will reflect a handshake and Approved will appear to the right of the approver's name.



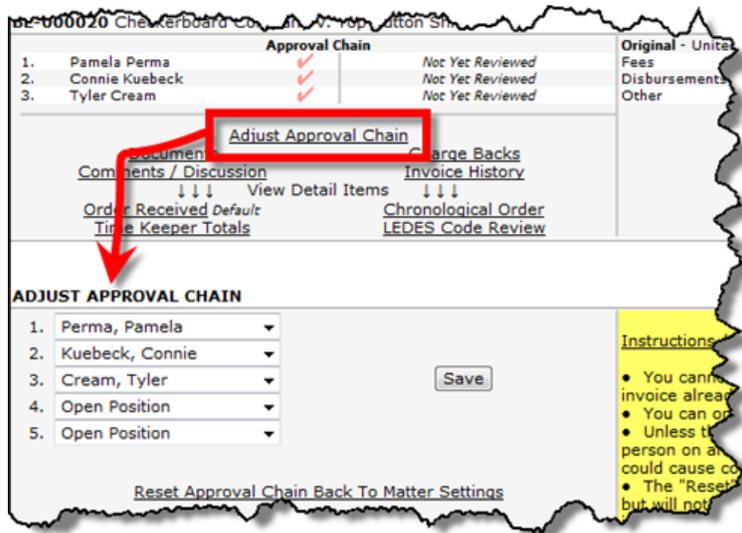
Note: If you are the final approver, the Approved date will be populated with the current date to indicate final approval of the invoice.

Adjusting an Approval Chain

The Adjust Approval Chain option gives you the ability to manually set an approval chain against the invoice. You can change the approval chain entirely or add additional individuals to the existing approval chain.

Click on the "Adjust Approval Chain" link. You can then click the arrow to the right of the desired position on the approval chain. A list of individuals with invoice approval authority will appear for selection.

Proceed with selecting the desired individual(s). Click Save once all adjustments are made.



In addition to manually adjusting the approval chain, you also have the ability to adjust the approval chain on a matter level. This process is called the Alternate Approval Chain.

This feature is accessible from within the matter by going to the Legal Team link and selecting "Invoice Approval Chain".

The screen will display the approval chain currently set against the matter. To make the adjustment, click the link to set the alternate chain.

Use the drop-down list to start selecting the individuals who will be reviewing the invoices. You can select a maximum of five approvers. An alternate chain can be made up from anyone in the legal department regardless of invoice approval amount.

Once complete the individuals will appear on the matter legal team screen as "Alternate Invoice Approver."

Note: Once this adjustment is made, all invoices for this matter will automatically reflect the alternate approval chain set.

LEGAL TEAM

▶ Harris Jim	- Site Programmer	615-390-4700	Primary	☑	☑	☑
▶ McHenry Robert	- Program Analyst	111-555-1212	Paralegal	☑	☑	☑
▶ Georgia Paula	- Unknown	111-555-1212	Administrator	☑	☑	☑
Adama Lee	- Unknown		Team Member	☑	☑	☑

INVOICE APPROVAL CHAIN

DEFAULT APPROVAL CHAIN
1. Jim Harris 50,000,000

ALTERNATE APPROVAL CHAIN

SET ALTERNATE CHAIN Stop / Close

1. Abe, Barbara

An alternate chain can be made-up from anyone in the legal department regardless of any invoice approval amount.
Important: Invoice Alternates WILL Have Access To The Matter Record.

LEGAL TEAM

▶ Harris Jim	- Site Programmer	615-390-4700	Primary	☑	☑	☑
▶ McHenry Robert	- Program Analyst	111-555-1212	Paralegal	☑	☑	☑
▶ Georgia Paula	- Unknown	111-555-1212	Administrator	☑	☑	☑
Adama Lee	- Unknown		Team Member	☑	☑	☑
Invoicer Adam	- Intersoft Tester	111-555-1212	Alt. Invoice Approver	☑	☑	☑
Invoicer Brian	- Intersoft Tester	111-555-1212	Alt. Invoice Approver	☑	☑	☑
Invoicer Charlie	- Intersoft Tester	111-555-1212	Alt. Invoice Approver	☑	☑	☑

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Resetting an Invoice Approval Chain

You can reset an approval chain back to its original matter setting. Refer to the steps below:

- Click On the Matter Number
- Click On "Adjust Approval Chain"
- Click On "Reset To Matter Settings"

INVOICE VIEW
Move2_s
DETAILS OF INVOICE NUMBER Move2_s

Harbinger and Spring
420 Crystal
Marble CO
United States

Phone:
Federal ID:
BL No:
Client No:

Invoice Date	Fy/QTR	Recorded	From	To	Approved	To Acct.	Paid
08/15/08	2009 / 3	08/15/08	07/10/08	07/14/08			12/27/08

Total: **129.00**

Testing issue involving Admin/Invoice & Matter - will move invoice before anyone on approval chain reviews invoice.

Optional Text #1 Optional Text #2 Electronic File Type Payment ID

Classification: Single-Matter Summary Invoice

CLICK ON MATTER No. TO VIEW INFORMATION

TAX-000113	September Tax Review	Lucas Linkletter	129.00
-------------------	----------------------	------------------	--------

TAX-000113 September Tax Review

Approval Chain

Adjust Approval Chain

Original - United States Dollars

Original	Current
Fees 125.00	Fees 125.00
Disbursements 4.00	Disbursements 4.00
Other 0.00	Other 0.00
129.00	129.00

Currency Type: USD
Exchange Rate: 1.0000
Taxes / VAT: 1.88
130.88

ADJUST APPROVAL CHAIN

- Open Position

Reset Approval Chain Back To Matter Settings

Instructions / Guidelines

- You cannot change an individual if they have approved or rejected the invoice already.
- You can only have a maximum of five individuals in an approval chain
- Unless there is a specific business need, refrain from placing the same person on an invoice approval chain more than once; without training it could cause confusion.
- The "Reset" function will erase any previous approvals or rejections, but will not delete any previously entered comments or adjust any invoice amounts.

Viewing Invoice Amounts

The right side of the invoice Control Panel contains the invoice amounts. Both the Original Amount and the Current Amount are displayed in this section.

CLICK ON MATTER No. TO VIEW INFORMATION

IT000013	Invoice Testing Matter 9	Adam Invoicer	16,048.00
-----------------	--------------------------	---------------	-----------

IT000013 Invoice Testing Matter 9

Approval Chain

1. Adam Invoicer	✓	Not Yet Reviewed
2. Janet Walker	✓	Not Yet Reviewed
3. Jim Harris	✓	Approve Reject Worksheet

Adjust Approval Chain

Original - United States Dollars

Original	Current
Fees 16,048.00	Fees 16,048.00
Disbursements 0.00	Disbursements 0.00
Other 0.00	Other 0.00
16,048.00	16,048.00

Currency Type: USD
Exchange Rate: 1.0000

240 RECORDS

L390 Other Discovery	Mike Taharral 0.30 hrs. @ 125.00 per hr. Date Incurred: 01/29/10	37.50
L310 Written Discovery	Sumi Takari 0.20 hrs. @ 125.00 per hr. Date Incurred: 01/28/10	25.00
L390 Other Discovery	Kim Tang 0.30 hrs. @ 125.00 per hr. Date Incurred: 01/29/10	37.50
L320 Document Production	Walter Wi 0.40 hrs. @ 125.00 per hr. Date Incurred: 01/25/10	50.00
L260 Class Action Certification and Notice	H Hairatu 0.40 hrs. @ 125.00 per hr. Date Incurred: 01/27/10	50.00
L210 Pleadings	T. Ray 0.30 hrs. @ 125.00 per hr. Date Incurred: 01/29/10	37.50

Original and Current Amounts

When an invoice is received, the application records the amounts submitted as the Original amount. These numbers can represent the local currency before any currency conversion takes place or before any adjustments are made to the invoice amounts.

The screenshot displays two side-by-side summary tables for invoice amounts. The top table is for 'Original - United States Dollars' and the bottom table is for 'Current' amounts. A red arrow points from the 'Original' header to the 'Current' header.

Original - United States Dollars		Current	
Fees	90.00	Fees	20.00
Disbursements	20.00	Disbursements	20.00
Other	0.00	Other	0.00
			40.00

Original - Canada Dollars		Current	
Fees	25,709.50	Fees	24,875.43
Disbursements	4,624.75	Disbursements	4,475.28
Other	658.00	Other	636.73
	30,992.25		29,990.44

Additional details in the screenshot include an approval chain for 'JH-001222 Robert (Bob) Johnston Slip & Fall; Corporate Campus' and a currency selection dropdown set to 'Canada (CAD)' with an exchange rate of 1.0334.

Comments/Discussion

Invoice comments are visible by selecting the Comments/Discussion link. There are many ways comments are entered on an invoice.

When an adjustment is made to a line item the application will enter a comment about that line item. Information pertaining to who made the change, how much and other comments are entered during the adjustment. Individuals viewing the invoice can also enter comments about an individual line item or the entire invoice.

The comments screen consolidates all comments entered. You also have the ability to add comments in this area. Click Save to ensure that the comments are saved.

The screenshot shows the 'Comments / Discussion Points' section of the application. A red arrow points from the 'Comments / Discussion' link in the top navigation area to the 'COMMENTS / DISCUSSION POINTS' section. A yellow callout box with a speech bubble icon contains the text: 'Click the info icon to open the comments, review line items details or enter your own comments'. The 'COMMENTS / DISCUSSION POINTS' section lists two entries: '10/15 Support: LAWTRAC LAWTRAC Support manually set flag. No comments recorded.' and '10/15 Support: LAWTRAC Approval Chain Adjusted'. A 'Your Comments' text area and a 'Save' button are visible at the bottom right.

Invoice Charge-backs

Invoice Charge-back information is automatically assigned to an invoice based on the business unit(s) assigned to the matter. If the invoice should reflect another assignment, you can make this adjustment on the invoice level as follows:

Click the “Charge Backs” link.

Adjust the percentage of the invoice total amount to charge back or select a different business unit.

There is also a reset function that will undo any adjustments and revert back to the default values set on the matter record.

IT000013 Invoice Testing Matter 9

Approval Chain

1. Adam Invoicer ✓ Not Yet Reviewed
2. Janet Walker ✓ Not Yet Reviewed
3. Jim Harris ✓

[Approve](#) | [Reject](#) | [Worksheet](#)

[Adjust Approval Chain](#)

[Charge Backs](#)

[Comments / Discussion](#)

[View Detail Items](#)

[Order Received Default](#) | [Chronological Order](#)

[Time Keeper Totals](#) | [LEDES Code Review](#)

[View Flags or Comments](#)

Matter	Invoice No	Business Unit	PERCENTAGE	Invoice Amt.	Charge Amt.		
IT000013	TestInv_99	Distribution +Direct Ship +UPS (Blue)	78.50	16,048.00	12,597.68		Save
IT000013	TestInv_99	Corporate HQ +Officers +COO	21.50	16,048.00	3,450.32		Save

Select
BA: Engineering Operations & Technology

[Continue >>](#)

[Reset / Restart](#)

[Reset To Match Matter Record](#)

This will reset any currently recorded information above

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Invoice History

The Invoice History link provides a breakdown of invoices submitted by the firm linked to the invoice.

This area will display any invoices, their approval and payment status and the amount. You can click on the invoice number to view the invoice.

IT000013 Invoice Testing Matter 9

Approval Chain

1. Adam Invoicer Not Yet Reviewed
2. Janet Walker Not Yet Reviewed
3. Jim Harris Approve | Reject | Worksheet

Adjust Approval Chain

Documents

Comments / Discussion **Invoice History**

View Detail Items

Order Received Default **Chronological Order**

Time Keeper Totals **LEDES Code Review**

View Flags or Comments

INVOICE HISTORY 3 Invoices Received

INVOICE DATE	INVOICE No.	APPROVED	TO AP	AMOUNT
01/31/10	TestInv 96	-----	Not Approved	50,560.00
01/31/10	TestInv 99	-----	Not Approved	16,048.00
01/31/10	TestInv 97	-----	Not Approved	163,216.00
Total On Matter:				229,824.00

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View Detail Items

The View Detail Items section provides four ways to view the line items on an invoice.

- Order Received
- Chronological Order
- Time Keeper Totals
- LEDES Code Review

Order Received

The default view of invoice line items is the order in which they were received.

IT000013 Invoice Testing Matter 9

Approval Chain

1. Adam Invoicer Not Yet Reviewed
2. Janet Walker Not Yet Reviewed
3. Jim Harris Approve | Reject | Worksheet

Adjust Approval Chain

Documents **Charge Backs**

Comments / Discussion **Invoice History**

View Detail Items

Order Received Default **Chronological Order**

Time Keeper Totals **LEDES Code Review**

View Flags or Comments

240 RECORDS

L390 Other Discovery	Mike Taharrai 0.30 hrs. @ 125.00	
L310 Written Discovery	Sumi Takari 0.20 hrs. @ 125.00 per hr. Date Incurred: 01/28/10	25.00
L210 Pleadings	T Harroshi 0.50 hrs. @ 185.00 per hr. Date Incurred: 01/28/10	92.50
L320 Document Production	S Kawatana 0.80 hrs. @ 185.00 per hr. Date Incurred: 01/21/10	148.00
L310 Written Discovery	Sumi Takari 0.20 hrs. @ 125.00 per hr. Date Incurred: 01/28/10	25.00
L390 Other Discovery	Kim Tang 0.30 hrs. @ 125.00 per hr. Date Incurred: 01/29/10	37.50
L320 Document Production	Walter Wi 0.40 hrs. @ 125.00 per hr. Date Incurred: 01/25/10	50.00
L310 Written Discovery	S Kawatana 2.20 hrs. @ 125.00 per hr. Date Incurred: 01/21/10	275.00
L250 Other Written Motions and Submissions	S Sackam 0.30 hrs. @ 125.00 per hr. Date Incurred: 01/30/10	37.50

Chronological Order

Reviewers can look at the details of an invoice in chronological order. This view groups the line items by the date the fee item incurred. This view will show the date, the total hours for that date, the timekeeper and the amount.

IT000013 Invoice Testing Matter 9

Approval Chain

1.	Adam Invoicer	✓	Not Yet Reviewed
2.	Janet Walker	✓	Not Yet Reviewed
3.	Jim Harris	✓	Approve Reject Worksheet

[Adjust Approval Chain](#)
[Documents](#) | [Charge Backs](#)
[Comments / Discussion](#) | [Invoice History](#)
[View Detail Items](#)
[Order Received Details](#) | **Chronological Order**
[Time Keeper Totals](#)
[View Flags or Comments](#)

January 28, 2010 Thursday **22.40 hrs.** **3,280.00**

Name	Description	Hours	Amount
Sumi Takari	L310 Written Discovery receipt and consideration of correspondence from counsel for Defendant CNA Holdings regarding responses to discovery;	0.20 hrs.	25.00
Sumi Takari	L390 Other Discovery conference with Plaintiffs' counsel regarding discovery exhibits;	0.30 hrs.	37.50
Kim Tang	L310 Written Discovery receipt and consideration of Plaintiffs' Response to Request for Disclosure;	0.20 hrs.	25.00
T Harroshi	L210 Pleadings receipt and consideration Co-Defendant's Motions;	0.50 hrs.	92.50
Sumi Takari	L390 Other Discovery conference with Plaintiffs' counsel regarding discovery exhibits;	0.30 hrs.	37.50
Kim Tang	L310 Written Discovery receipt and consideration of Plaintiffs' Response to Request for Disclosure;	0.20 hrs.	25.00

Time Keeper Totals

The Time Keeper Totals link on the invoice view screen provides a breakdown of the hours submitted by every timekeeper on the invoice based on the dates displayed.

Weekends will be displayed with a blue highlight. If more than ten hours are reported on a given date, it will be highlighted in red.

Clicking on a timekeeper's name will detail all the line items for that person in chronological order.

Click on Hours To View Details

	Aug 01	Aug 02	Aug 03	Aug 04	Aug 05	Aug 06	Aug 10	Aug 11	Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 23	Aug 24
Norman Biron																
Leo Childs				2	2				2			1	1	2	5	
Other Matters:																
• Aug 04	L120 Analysis/Strategy											5.00				
• Aug 05	L140 Document/File Management											3.00				
• Aug 15	L220 Preliminary Dejections/Provisional Remedies											5.00				
• Aug 17	L250 Other Written Motions and Submissions											7.00				
	L250 Other Written Motions and Submissions											7.00				
• Aug 18	L260 Class Action Certification and Notice											1.00				
• Aug 19	L250 Other Written Motions and Submissions											4.00				
• Aug 20	L130 Expert/Consultants											1.50				

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Clicking the hours worked link will provide a breakdown of the line items on that date.

IT000013 Invoice Testing Matter 9

Approval Chain

1. Adam Invoicer	✓	Not Yet Reviewed
2. Janet Walker	✓	Not Yet Reviewed
3. Jim Harris	✓	Approve Reject Worksheet

[Adjust Approval Chain](#)

[Documents](#) [Charge Backs](#)

[Comments / Discussion](#) [Invoice History](#)

↓↓↓ View Detail Items ↓↓↓

[Order Received Details](#) [Chronological Order](#)

[Time Keeper Totals](#) [LEDES Code Review](#)

[View Flags or Comments](#)

HOURS BY DAY / BY TIMEKEEPER Click on Hours To View Details

	Jan 21	Jan 25	Jan 27	Jan 28	Jan 29	Jan 30	Jan 31
H Hairatu			6				
T Harroshi				8	5		
S Kawatawa	48						
S. Sackawai				2		2	
Mike Taharrai					2		2
Sumi Takari				8			
Kim Tang				2	5		
Walter Wi		6	12				
Total Time:	48	6	19	22	14	5	3

LEDES Code Review

The LEDES Code Review link provides an in-depth breakdown of the LEDES code recorded against the invoice.

Each row displays the LEDES code, how many times the code appears and the total cost for that code.

The screenshot displays a legal invoice system interface for 'IT000013 Invoice Testing Matter 9'. At the top, an 'Approval Chain' shows three users: Adam Invoicer, Janet Walker, and Jim Harris, all with red checkmarks and 'Not Yet Reviewed' status. Below this is a navigation menu with links for 'Adjust Approval Chain', 'Documents', 'Charge Backs', 'Comments / Discussion', 'Invoice History', 'View Detail Items', 'Order Received Details', 'Time Keeper Totals', and 'LEDES Code Review' (highlighted with a red box). A red arrow points from the 'LEDES Code Review' link to a table below.

The table, titled '7 RECORDS', lists LEDES codes, descriptions, counts, and costs:

LEDES Code	Description	Count	Cost
L210	Pleadings	32	2,080.00
L250	Other Written Motions and Submissions	16	600.00
L260	Class Action Certification and Notice	16	800.00
L310	Written Discovery	80	7,200.00
L320	Document Production	32	3,168.00
L350	Discovery Motions	16	400.00
L390	Other Discovery	48	1,800.00

Below the table is a 'PHASE REVIEW' section with a legend and a pie chart. The legend includes: L210 Pleadings (red), L250 Other Written Motions and Submissions (dark blue), L260 Class Action Certification and Notice (green), L310 Written Discovery (grey), L320 Document Production (light blue), L350 Discovery Motions (cyan), and L390 Other Discovery (yellow-green). The pie chart shows the distribution of fees across these categories with the following values: 7,200, 800, 600, 2,080, 1,800, 400, and 3,168.

This view will also allow the reviewer to refresh the graph to show the lifetime fees on the matter from the outside counsel. You can do this by clicking the Show History Access All Invoices Received link. When you click on the LEDES code, the

screen will refresh with a break-down of the line items.

22 RECORDS		To Drill Down - Click On LEDES Code		Show Details
8100	Administration	1	872.84	
E100	Expenses	1	4,354.56	
E105	Telephone	1	12.34	
E109	Local Travel	2	109.38	
L110	Fact Investigation/Development	1	121.44	
L120	Analysis/Strategy	1	1,088.65	
L130	Expert/Consultants	1	326.60	
L140	Document/File Management	1	311.59	
L150	Budgeting	1	109.59	
L190	Other Case Assessment, Dev & Administration	4	2,093.08	
L210	Pleadings	2	2,213.76	
L220	Preliminary Injunctions/Provisional Remedies	6	5,551.52	
John Kenney 6.0000 hrs. @ 218.2100 per hr. Date Incurred: 08/15/10			1,309.26	
John Watkins 4.0000 hrs. @ 217.7300 per hr. Date Incurred: 08/15/10			870.92	
Norman Brinsley 4.0000 hrs. @ 170.3100 per hr. Date Incurred: 08/15/10			681.24	
Leo Childs 5.0000 hrs. @ 305.7800 per hr. Date Incurred: 08/15/10			1,528.90	
Johinne Rankin 4.0000 hrs. @ 169.3400 per hr. Date Incurred: 08/15/10			677.36	
Maurice Wistner 4.0000 hrs. @ 120.9600 per hr. Date Incurred: 08/15/10			483.84	
L230	Court Mandated Conferences	2	1,238.12	
L240	Dispositive Motions	3	2,576.84	

Columns Show Count & Cost

Viewing Invoice Flags and Comments

The View Flags or Comments link allows you to view line items that have been flagged by the system or flagged by another individual in your department.

If there are any flags or comments on a line item, one of the following links will appear.

Rule Flag - This flag reflects an alert based on a processing rule.

Comments Flag - This flag represents the existence of a comment or an adjustment to a line item.

If both flags exist on a line item, the rule flag will be displayed. When viewing the line item, you will see both the rule and comment flag information.

2.	Brian Invoicer		Not Yet Reviewed	Disburse
3.	Charlie Invoicer		Not Yet Reviewed	Other
4.	Daniel Invoicer		Not Yet Reviewed	

Adjust Approval Chain

[Documents](#) [Charge Backs](#)
[Comments / Discussion](#) [Invoice History](#)
 ↓ ↓ ↓ View Detail Items ↓ ↓ ↓
[Order Received Default](#) [Chronological Order](#)
[Time Keeper Totals](#) [LEDES Code Review](#)

-Comment Flag -Rules Flag
[View Flags or Comments](#)

Paid by T.B.S.: N/A Paid by Insurance:

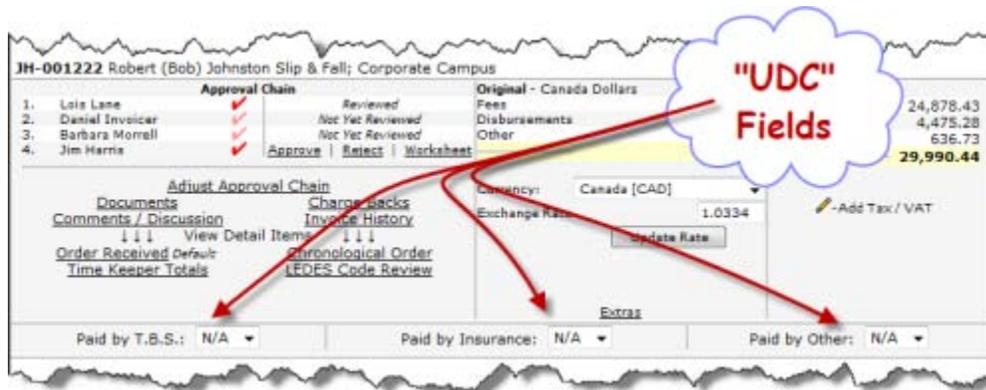
INVOICE FLAGS & COMMENTS

09/21/2010 Jim Harris Comment Example # 1: General Line Item Com
 S Kawatava Strings and White, TKO
 08/07/2010

Invoice Matter Drop-Down Fields

Directly below the Control Panel is an area designated to three UDC drop down fields. These fields must be turned on by your LAWTRAC Administrator in order for them to appear. In addition, selections must be added to the database to provide options for the drop-down menus.

Adjustments can be made to these fields without going into the invoice Edit Mode.

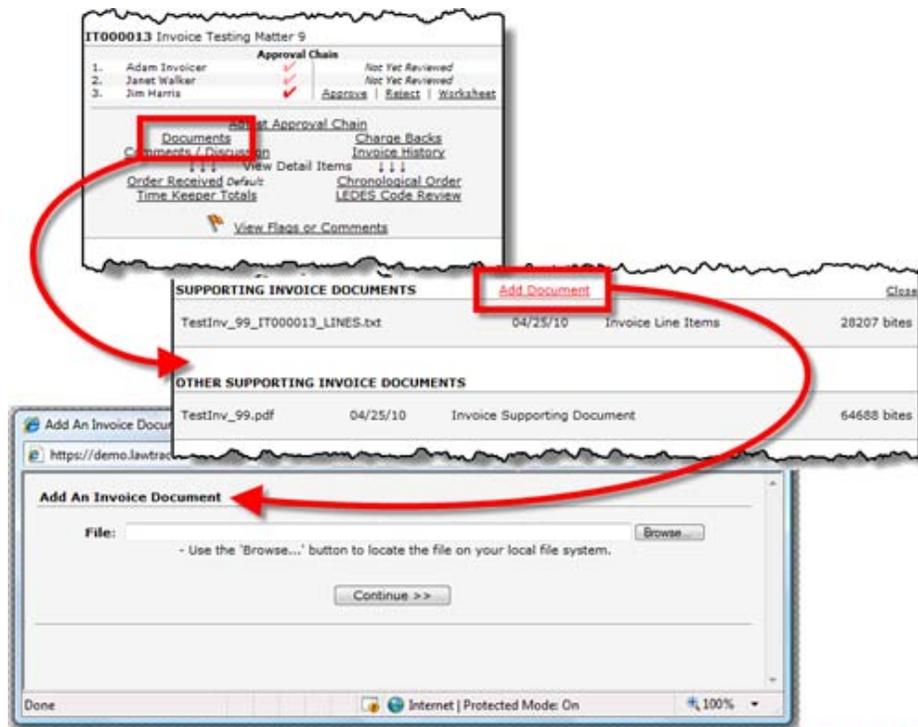


Invoice Documents

The Documents link opens the Other Supporting Invoice Documents section of the invoice view screen. This is the area where the invoice print view PDF file will appear once it has been created. In addition, you can upload any invoice supporting documents in this area.

By default, a text file is automatically created for invoice line items of a detailed invoice. This is required for the inclusion in other print views. This text file is recreated every time the invoice is viewed to ensure that any changes are captured. You can also forward this text file to another department or individual in your company if desired.

If you want to view a document, click the document name. The document will open in a new window.



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Invoice Details Show or Hide Option

When reviewing an invoice you can choose to either show or hide the line item comments.

The application will remember what your preference is and will continue to display the details as you wish until you select otherwise.

To see even more of the details click the  icon.

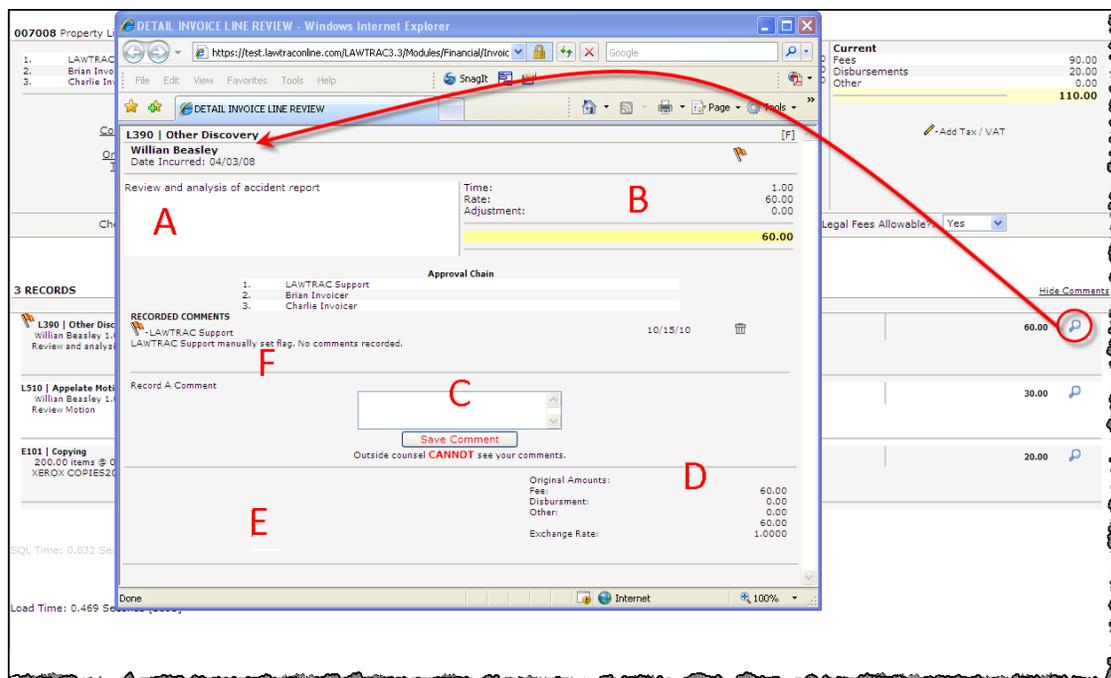


Viewing Invoice Line Item Details

When you click on the view details icon  for an invoice line item a small details screen will open.

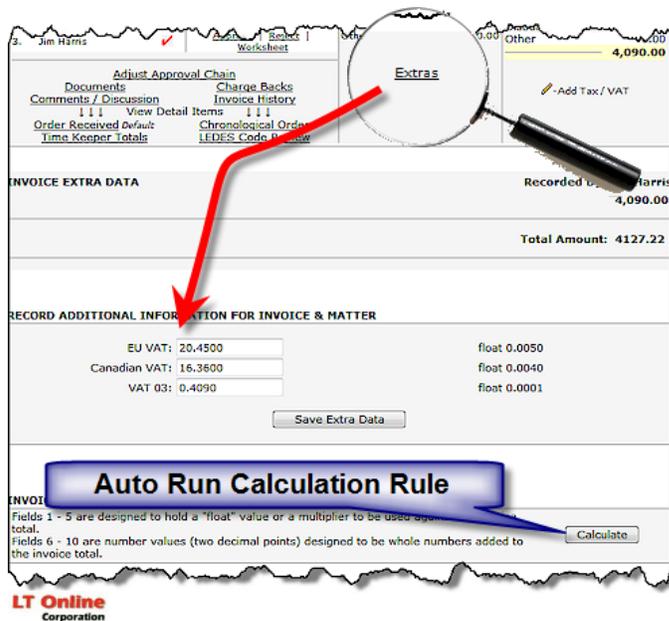
This detail screen contains:

- A. Line Comments as supplied by the outside counsel.
- B. The current amount.
- C. A place for you to enter any comments you may have.
- D. The amounts received along with any currency conversion rate.
- E. Comments recorded by other legal department members.
- F. When comments are entered, a 'flag' will be placed on the line item.



Extras

The Invoice Extras area can be set to calculate tax rates or other surcharges your legal department has to record. You can use the Calculate link to automatically calculate the amounts, or use the Save Extra Data link to save amounts/data keyed into the Extras fields.



You can use either the Extras function or the Add Tax/VAT function on the invoice. Do not use both functions on the same invoice.

Add Tax/ VAT

The VAT Calculator gives users the ability to take a tax rate set for a geographic region and multiply it against:

- The Entire Matter Amount
- Only the Fee (hourly) Items
- Just the Disbursement (expense) Items

The ability to execute these calculations takes a lot of the guess work out of the process. Once the appropriate values are entered and calculated, the VAT amount is recorded against the invoice total.

