LAWTRAC

Enhanced Invoice Processing Quick User Guide – v3.3

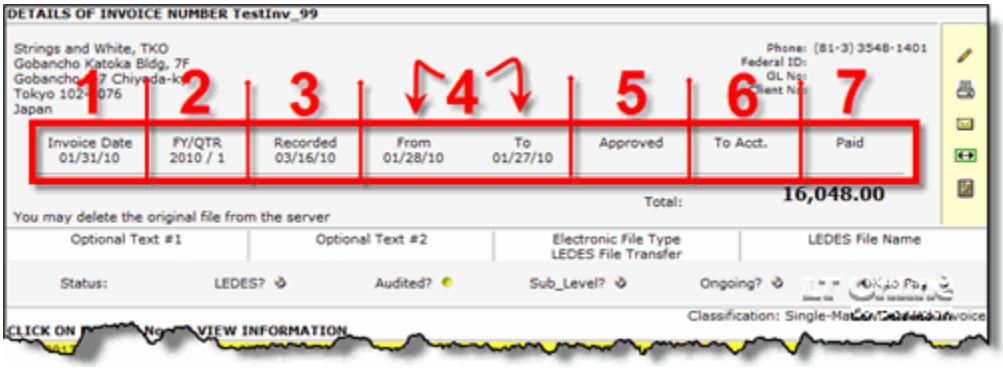
Contents

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.

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.



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

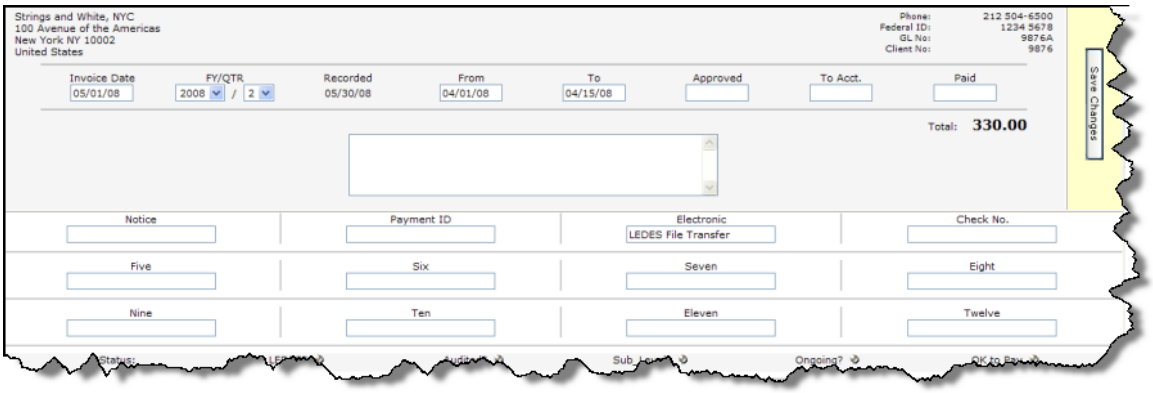
The following fields on the invoice view screen are editable:

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

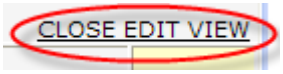
- Approved
- To Acct.
- Paid
- All Free Text UDC Fields
- Invoice Line Items (dates and amounts)

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.

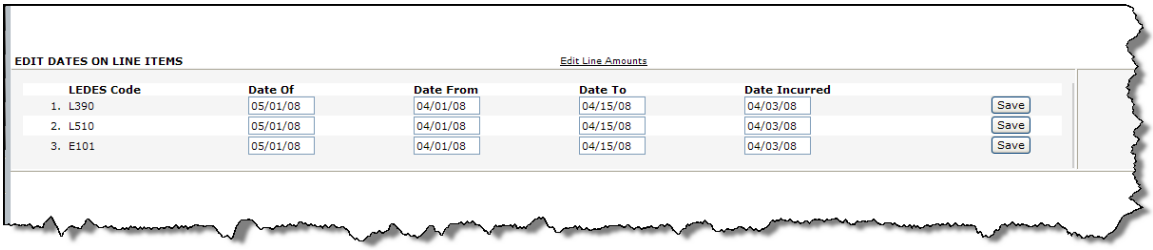


Click into the desired field to make an adjustment. Click Save Changes once all adjustments are made. The screen will refresh back to the invoice view screen.

This section also contains the Close Edit View link. 

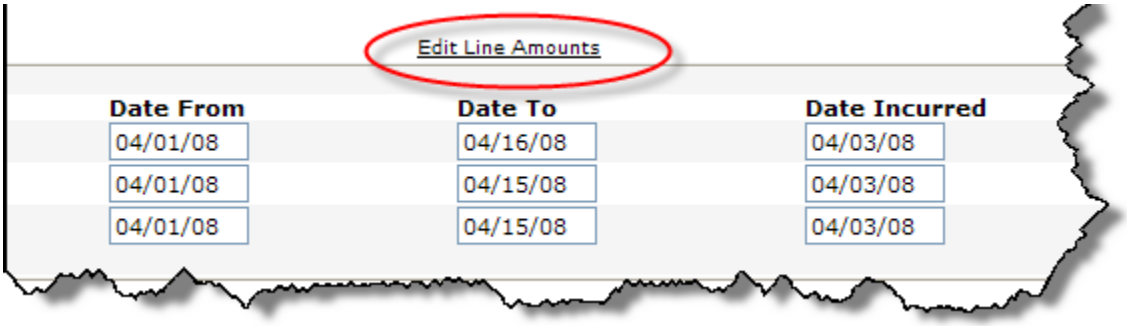
You can click this link to return back to the invoice view screen.

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.

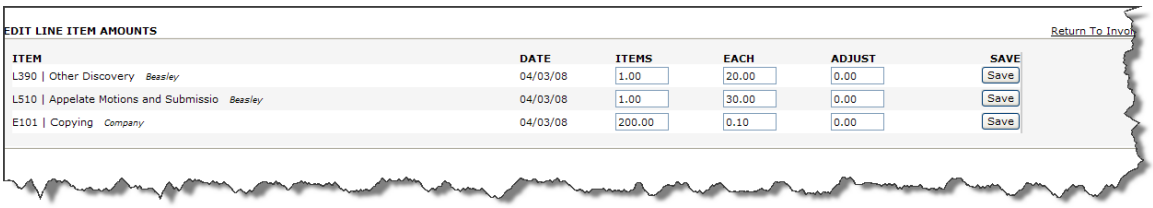


Click into the desired field to make an adjustment.Click Save to the right of the line item to record the changes.

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



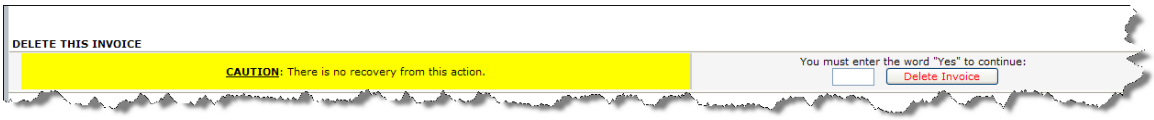
The EDIT LINE ITEM AMOUNTS screen will appear.



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 adjutment has been made.

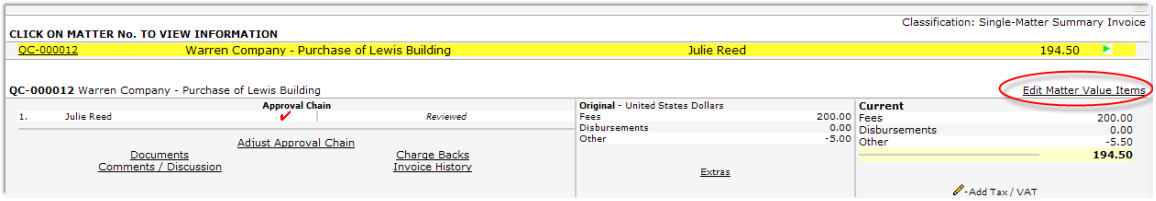
You also have the ability to return to the invoice view screen, by clicking the Return To Invoice link in the upper right hand corner.

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.

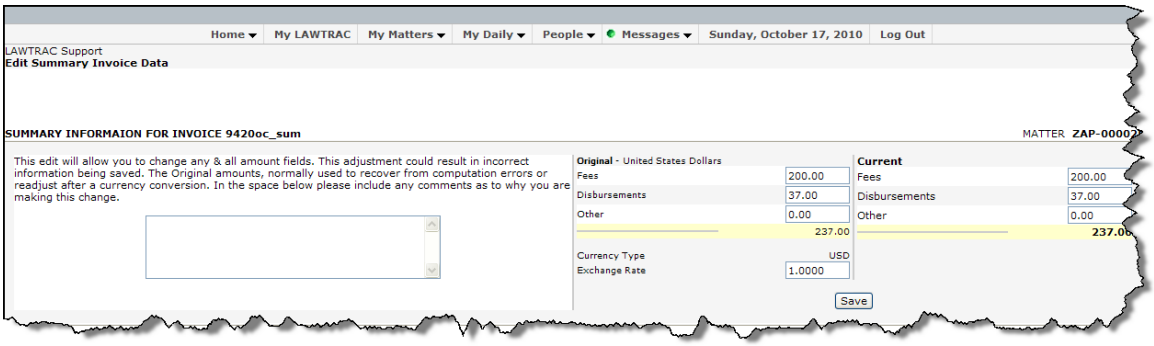


Editing a Summary Invoice

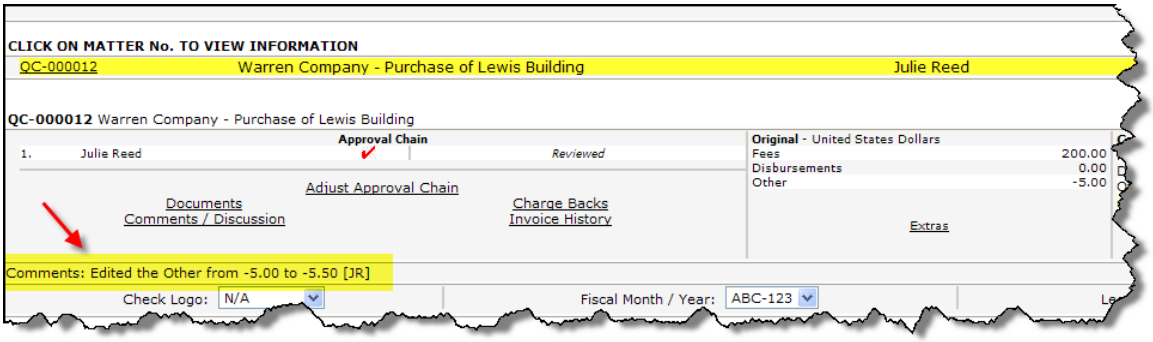
To edit a summary invoice, click the Edit Matter Value Items link located directly below the matter information on the invoice view screen



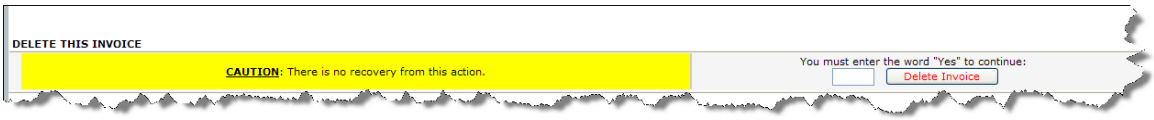
Once the Edit Summary Invoice Data screen appears, make the required adjustment and add a comment if desired. Click Save to record the changes.



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



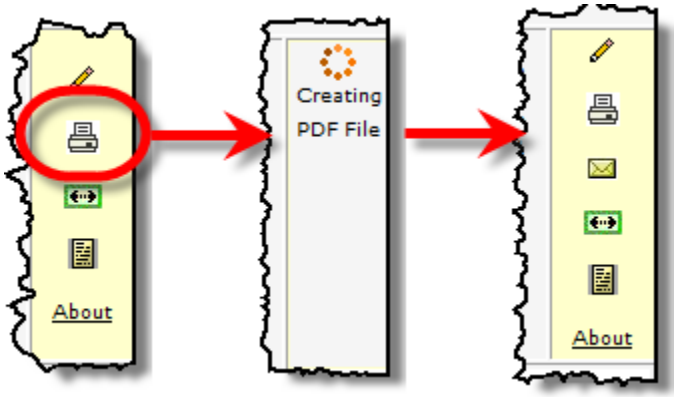
To delete a summary invoice, click the pencil icon in the invoice view tools area. Scroll to the DELETE THIS INVOICE section. To delete the invoice, input Yes in the text box and click Delete Invoice.



Note: This action is not reversible.

Creating Invoice Print View

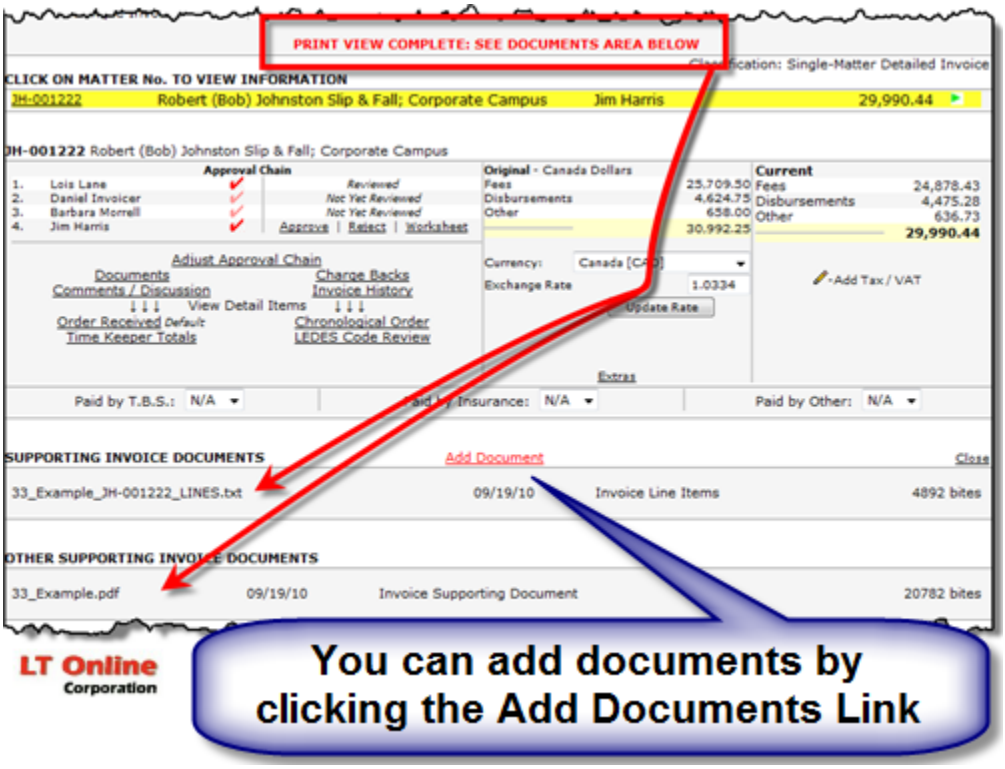
To create a print view of an invoice, click the printer icon in the tools area of the invoice view screen.



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.

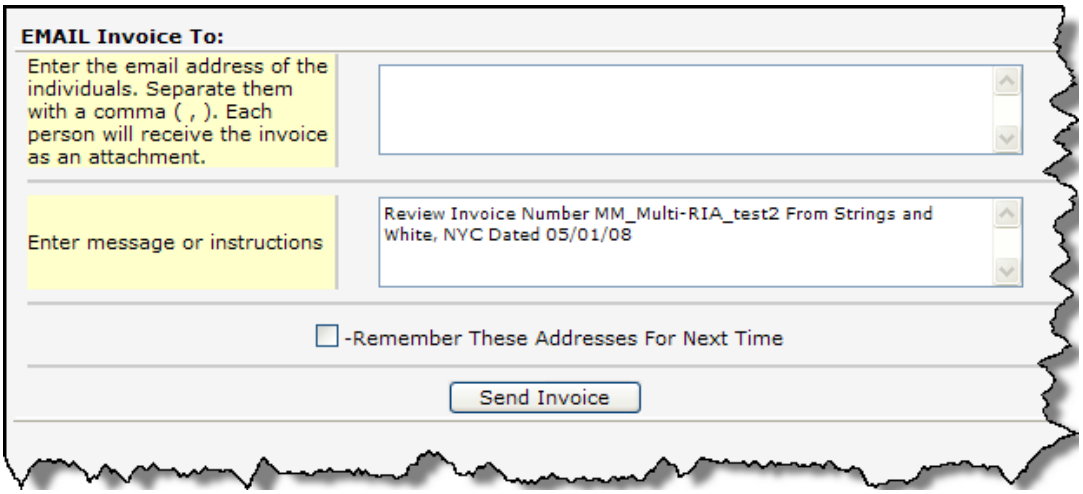
The center of the invoice screen will state in red letters that the invoice print view is ready.

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.



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.



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.

3. 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.

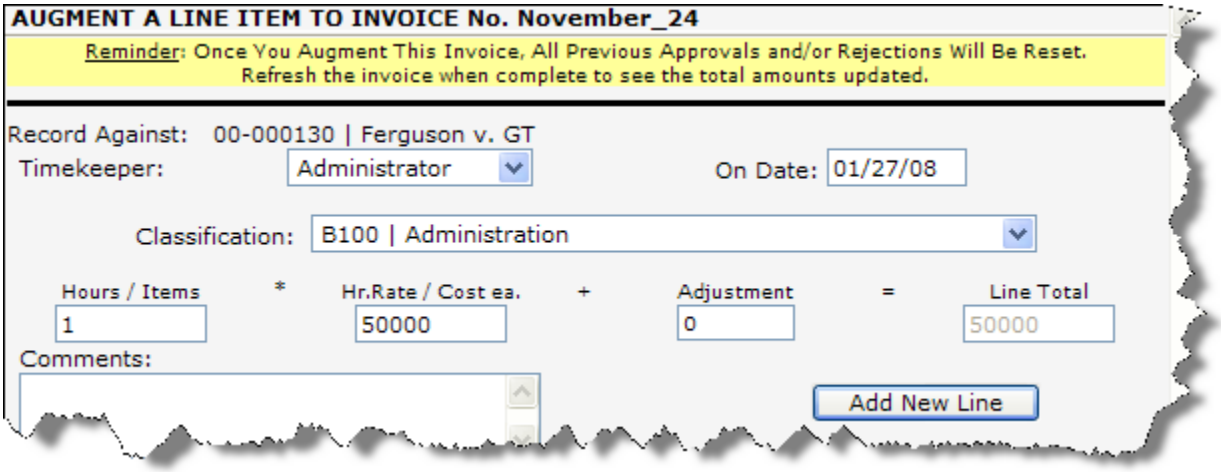
Augmenting a Detailed Invoice

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.

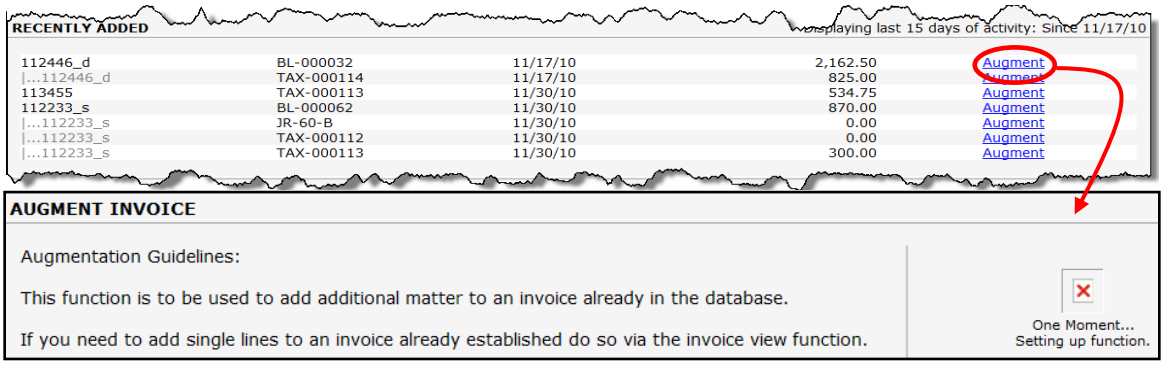
Select and input the data for the new line item. Click Add New Line.



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.

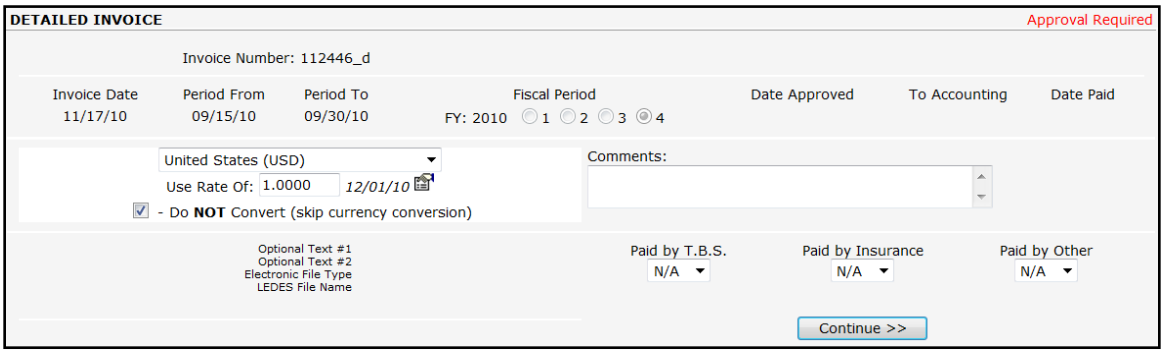
Adding Additional Matter

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.

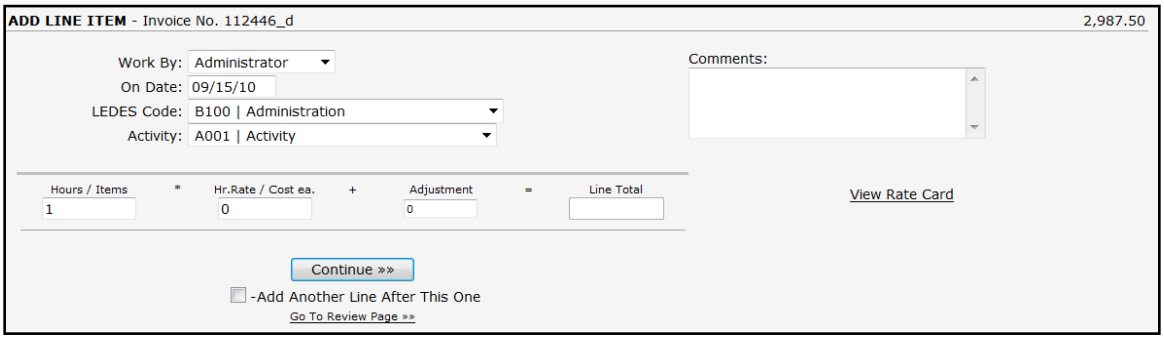


The Augment link will bring up a template to add an additional matter to the selected invoice. Select the desired Matter Record, and click "Set Matter."

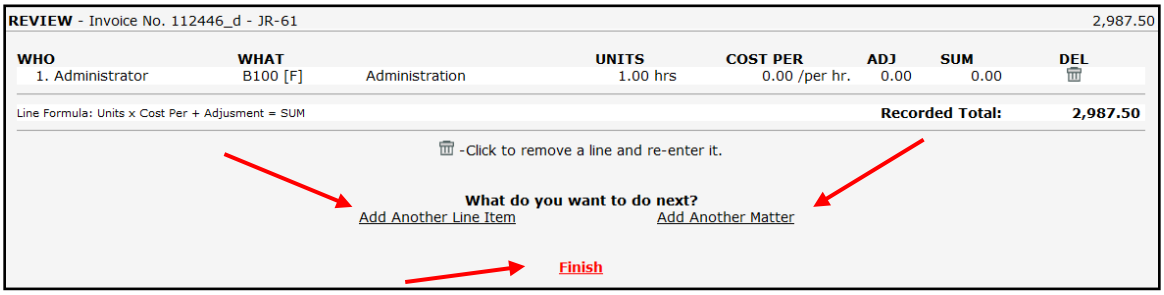
The Detailed Invoice screen will appear. Input desired information and click Continue.



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.



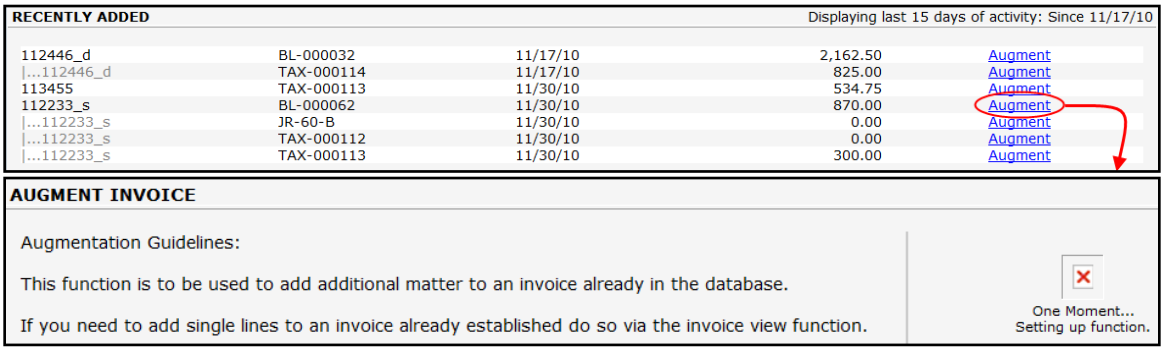
The matter has been added to the invoice. Select your next action from the screen: Add Another Line Item, Add Another Matter, or Finish.



Augmenting a Summary Invoice

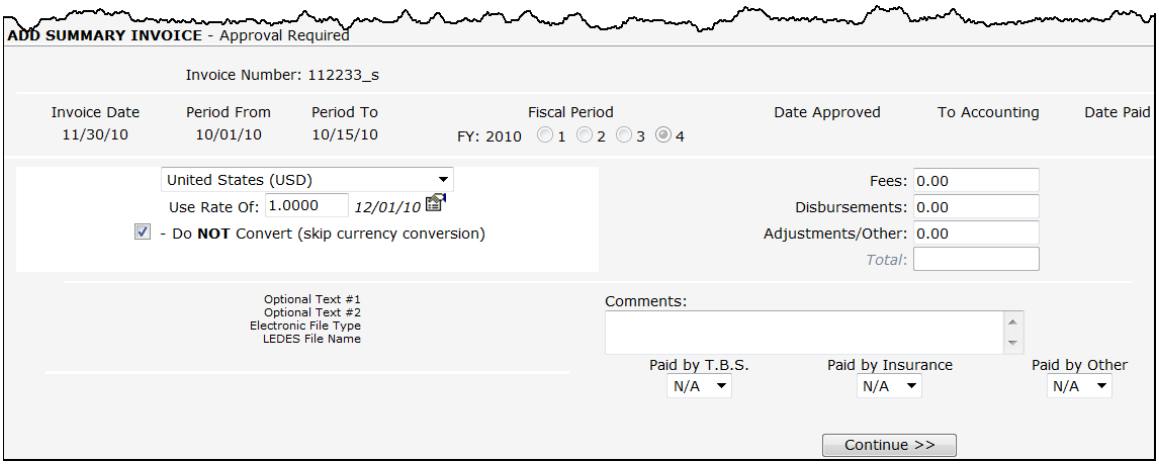
There is only one way to augment a summary invoice: by adding matter/s to an existing summary invoice.

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.

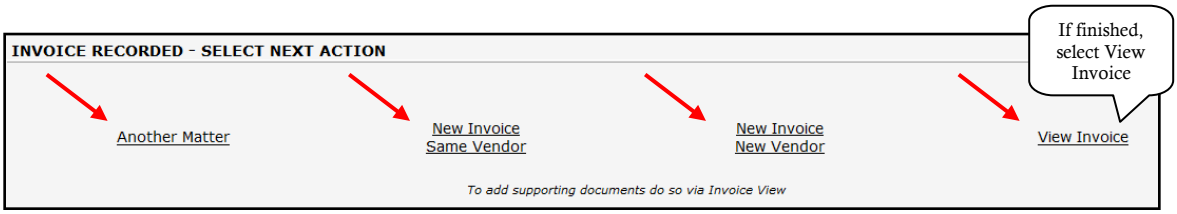


The Augment link will bring up a template to add an additional matter to the selected invoice. Select the desired Matter Record, and click "Set Matter."

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



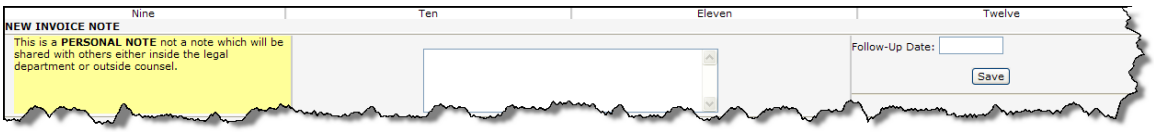
The new matter has been added to the summary invoice. The Invoice Recorded—Select Next Action screen appears with four choices: Another Matter, New Invoice Same Vendor, New Invoice New Vendor, or View Invoice. If you are finished with the augmenting process, select the View Invoice link. If you would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



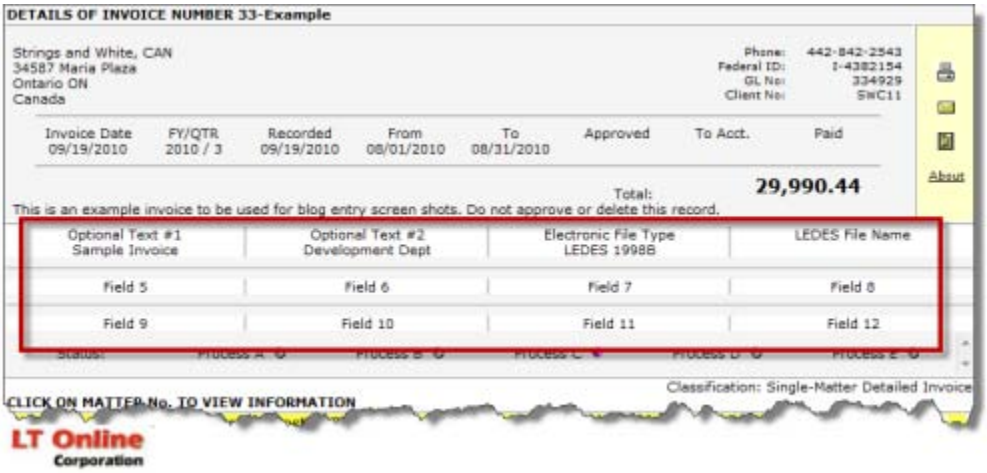
Once entered, this memo is only visible to the individual who entered it.

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.

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.

Control Panel

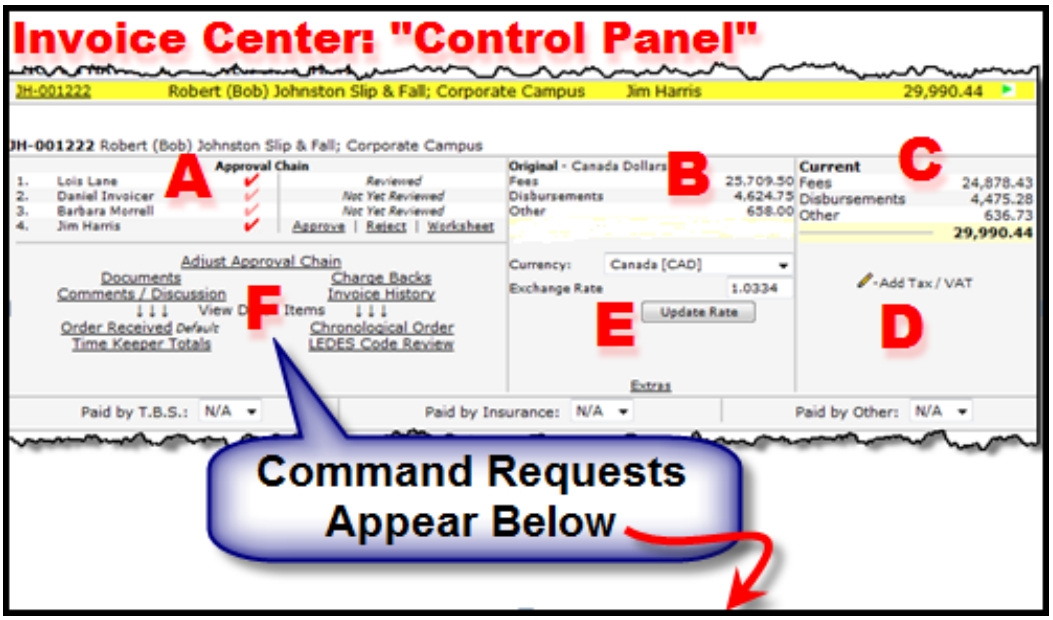
The center of the invoice view screen includes a group of links and data fields referred to as the 'Control Panel'.

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.

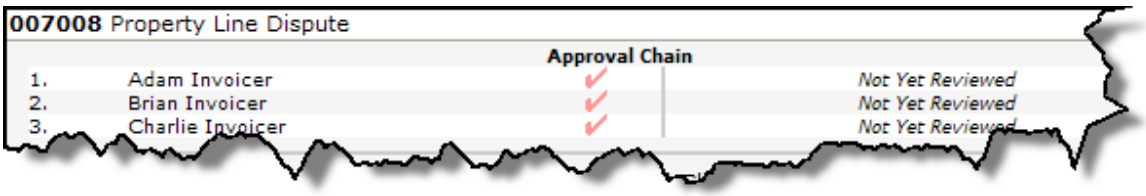
A. Approval Chain
B. Original Amounts
C. Current Amounts

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

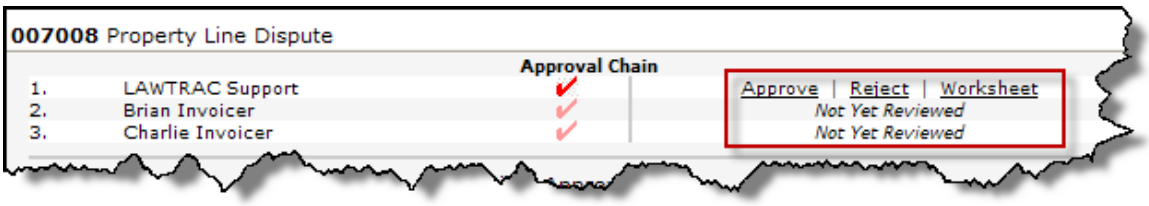


Approval Chain

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.

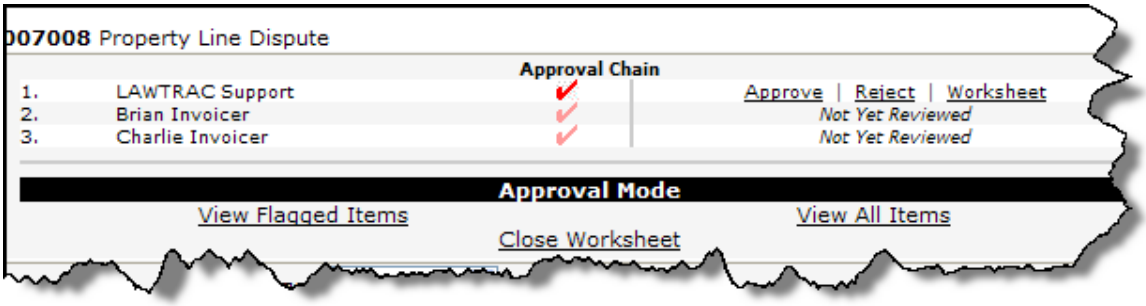


If you are an approver on the invoice, you have the option to **Approve**, **Reject**, or display the **Worksheet** view of the invoice.



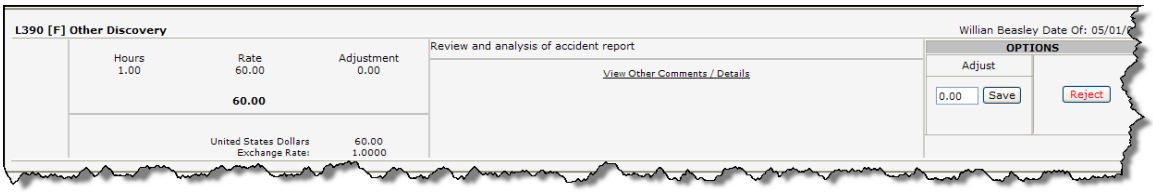
Worksheet

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



View All Items

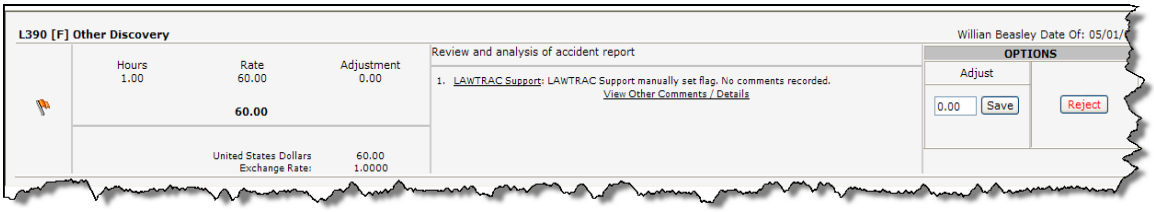
By default, the View All Items will appear when the Worksheet option is selected. Each line item will be displayed in the format below. Approvers have the ability to adjust or reject a line item.



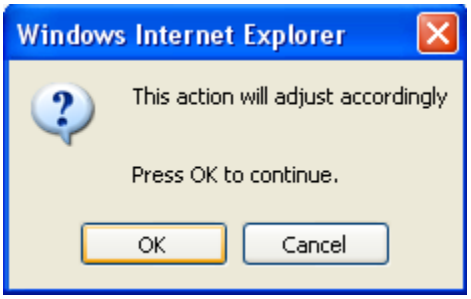
Note: Prior to selecting the Worksheet view, approvers can review the invoice and make comments. See the View Detail Item section for the different views that can be selected to review an invoice prior to making any adjustments or approving the invoice.

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.

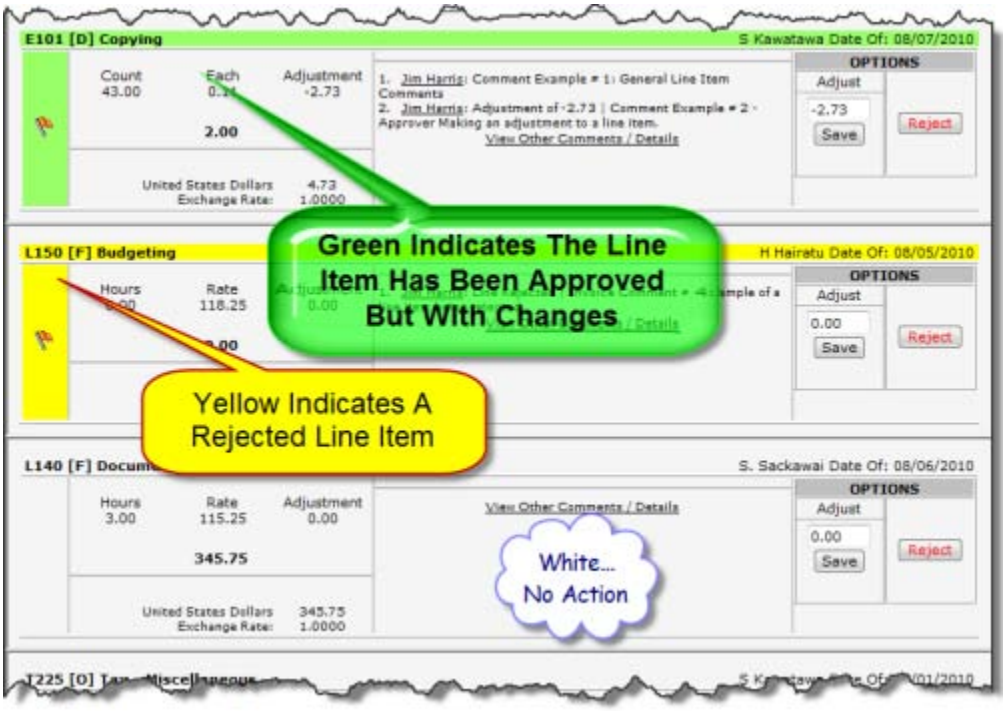


If desired, you can reject the line item by selecting Reject. The following prompt will appear for you to confirm this action.



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

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

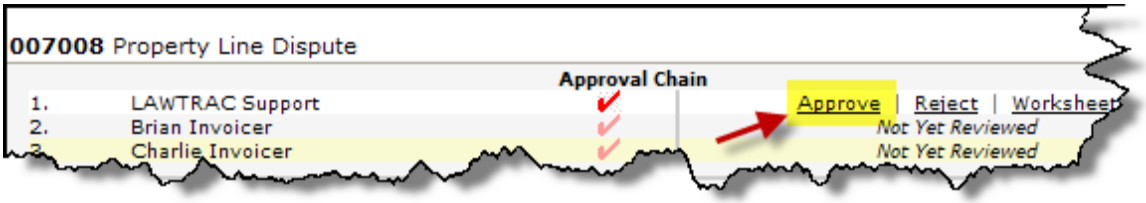


Close Worksheet

The Close Worksheet option will close the Approval Mode section.

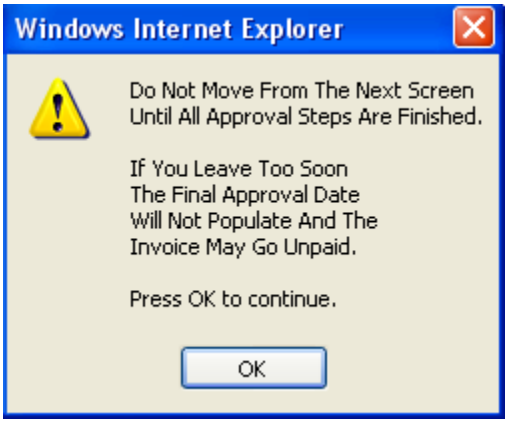
Approving an Invoice

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.

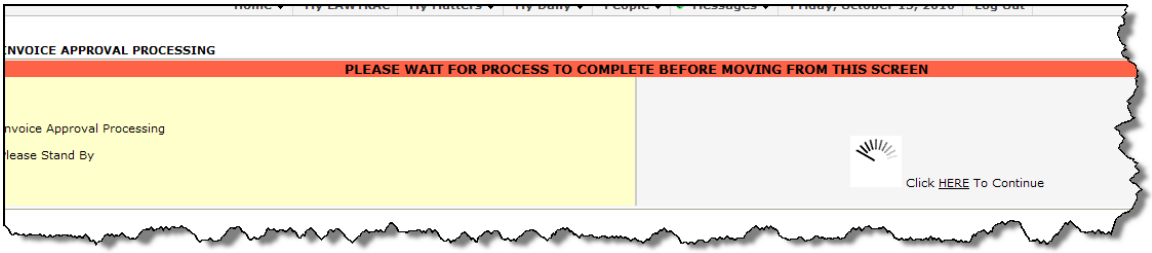


Once selected, the invoice screen will appear and the Approve Invoice option will appear in the lower section of the screen

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.

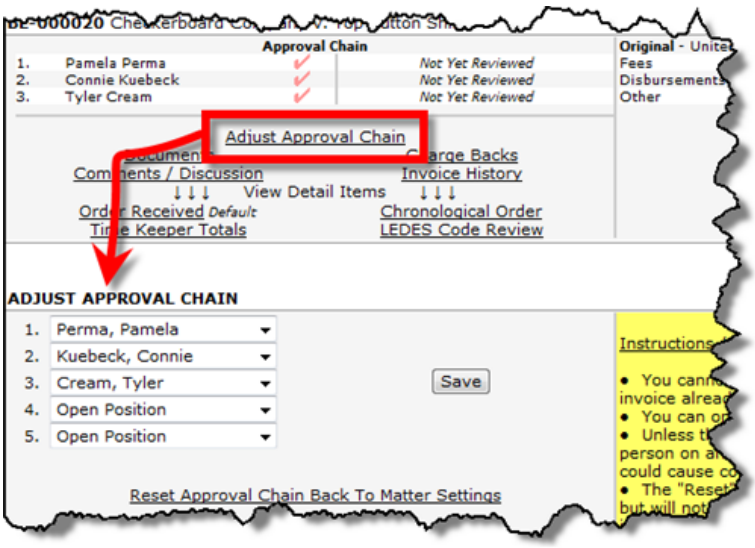
Note: If you are the final approver, the Approved date will be populated with the current date to indicate final approval of the invoice.

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.

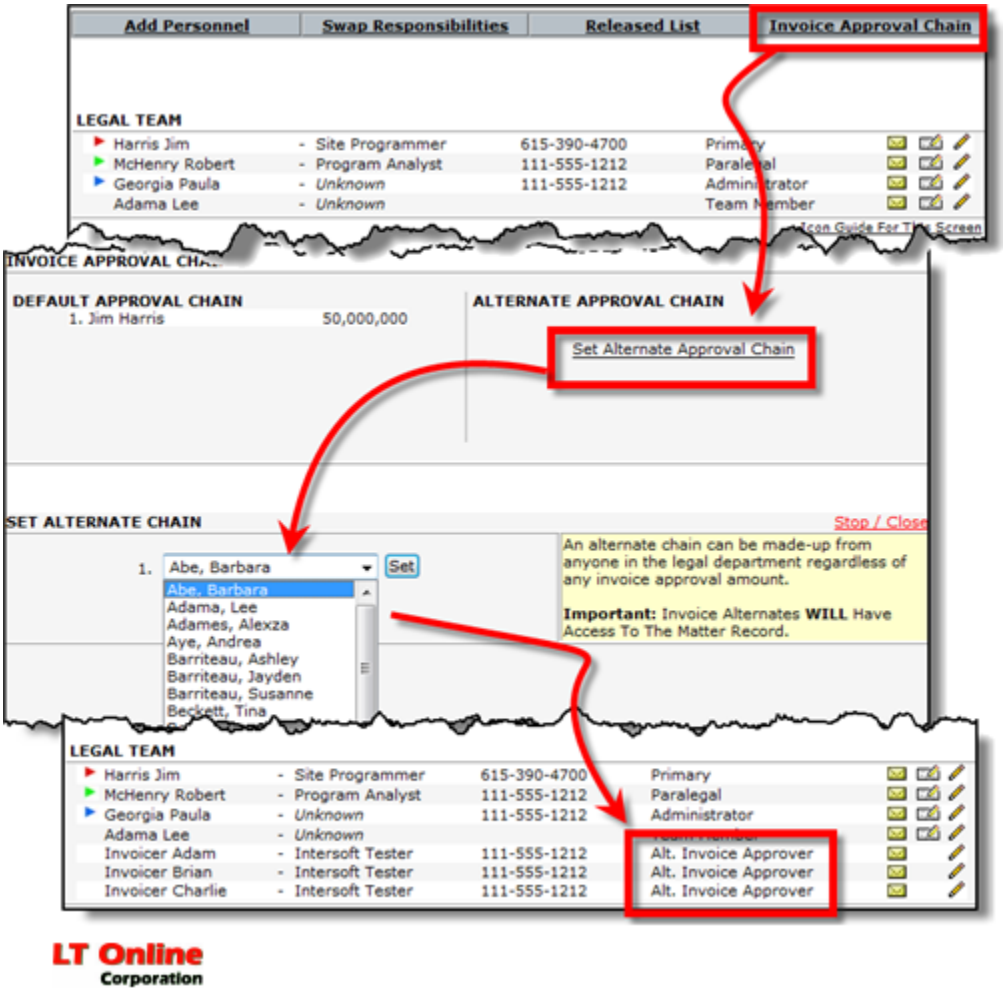
This feature is accessible from within the matter by going to the Legal Team link and selecting "Invoice Approval Chain".

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."

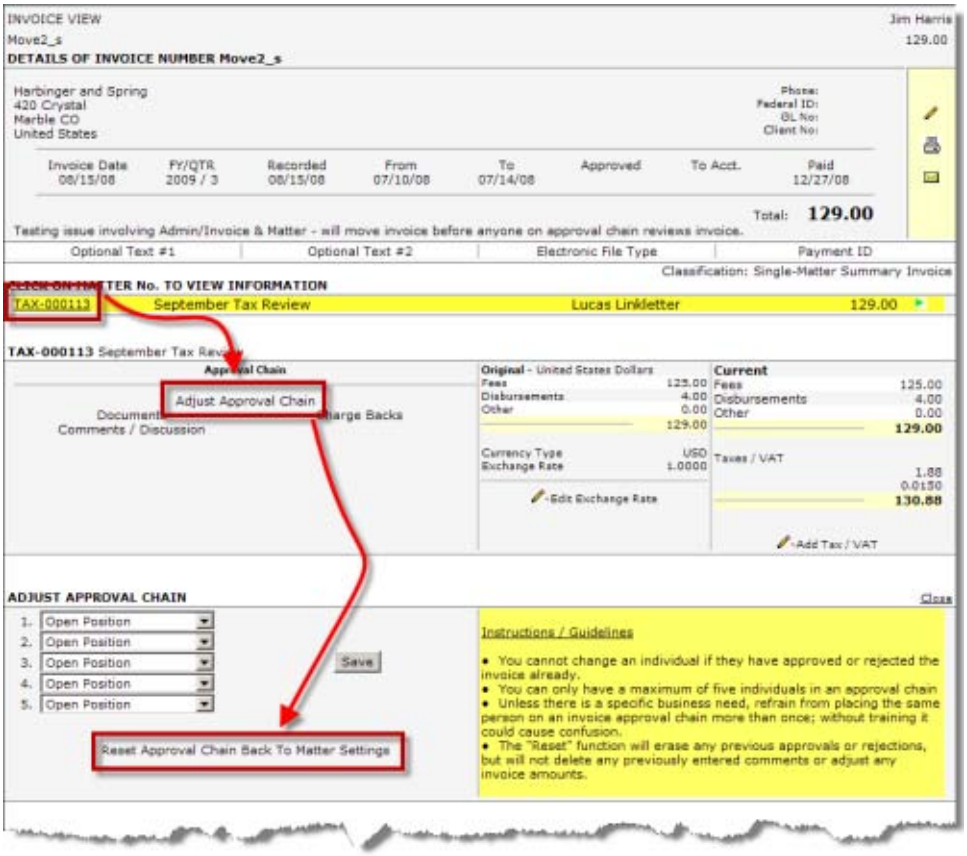
Note: Once this adjustment is made, all invoices for this matter will automatically reflect the alternate approval chain set.



Resetting an Invoice Approval Chain

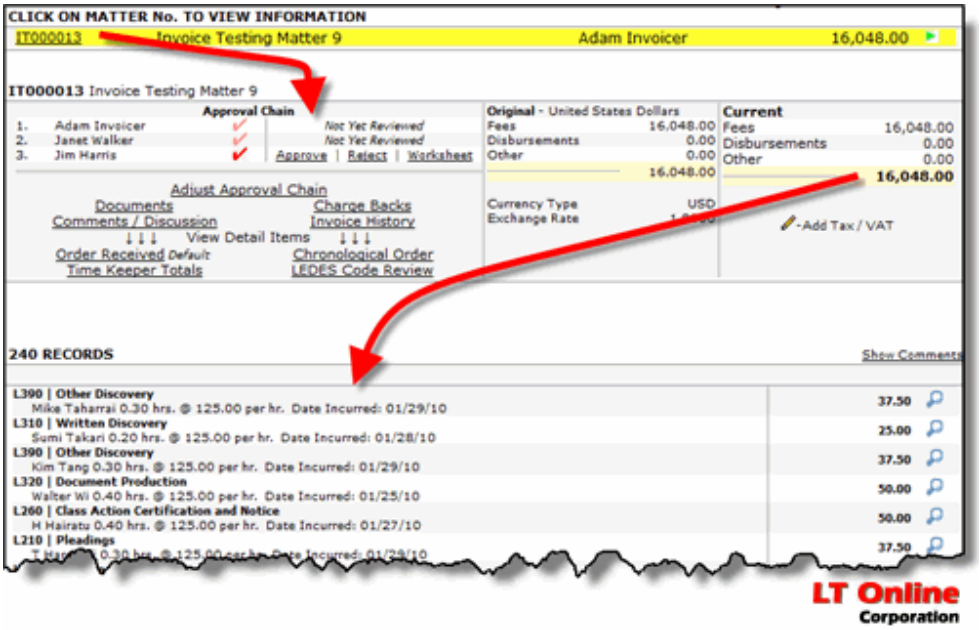
You can reset an approval chain back to its original matter setting. Refer to the steps below:

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



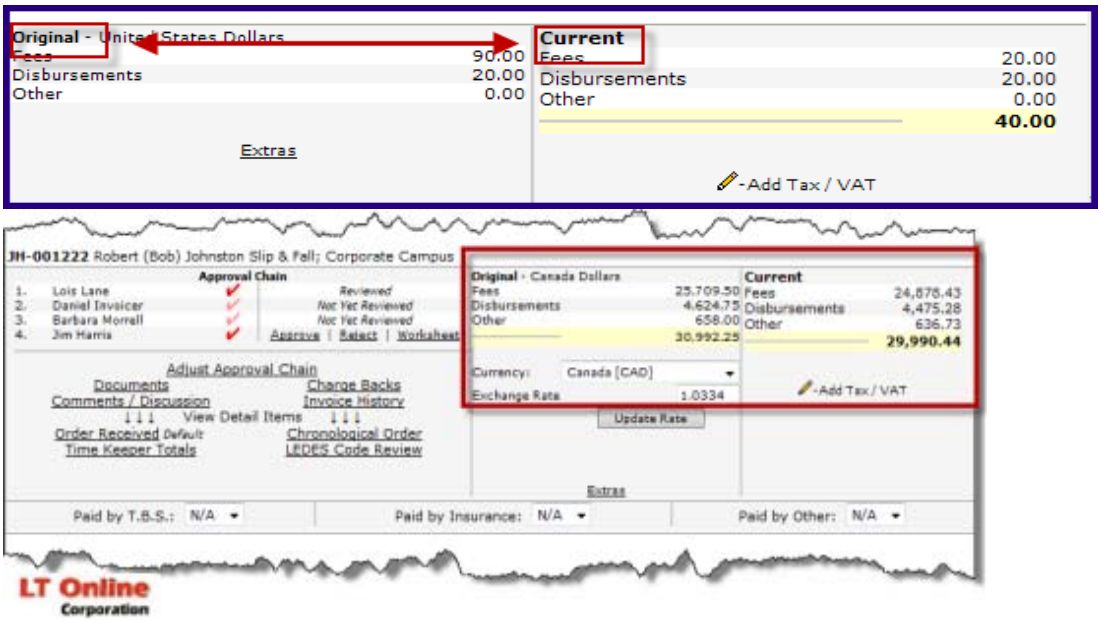
Viewing Invoice Amounts

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.



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.



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.

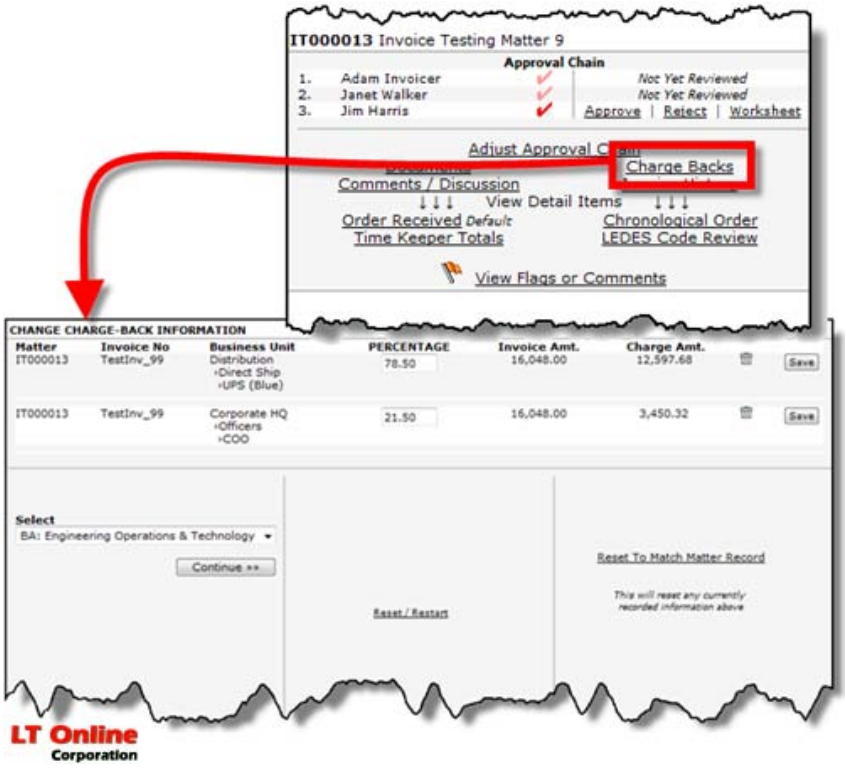
Invoice Charge-backs

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.

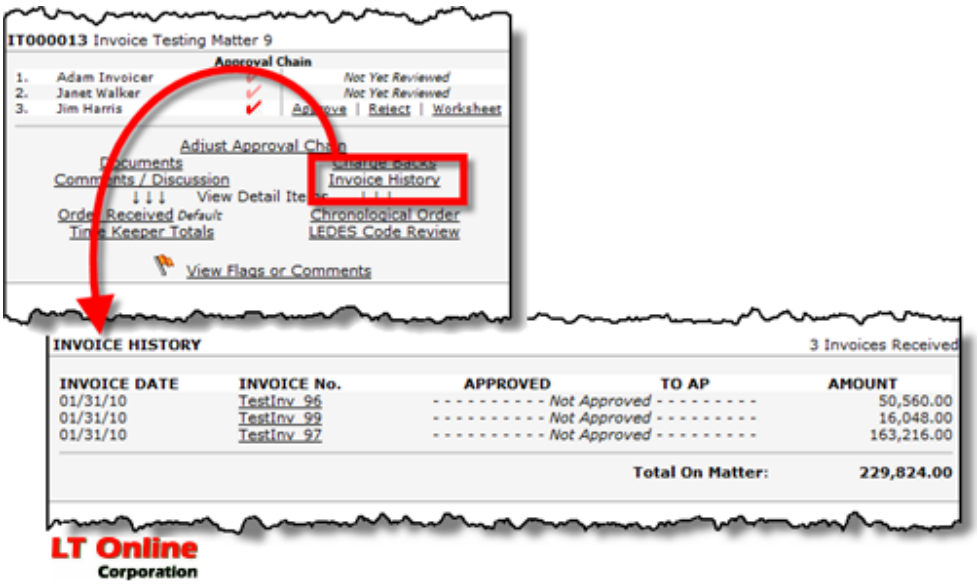
There is also a reset function that will undo any adjustments and revert back to the default values set on the matter record.



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.



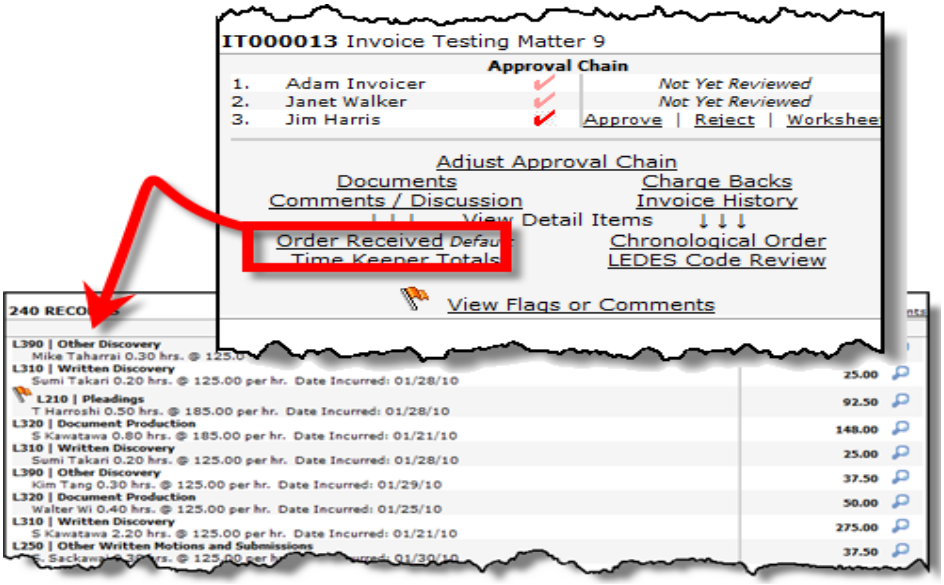
View Detail Items

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

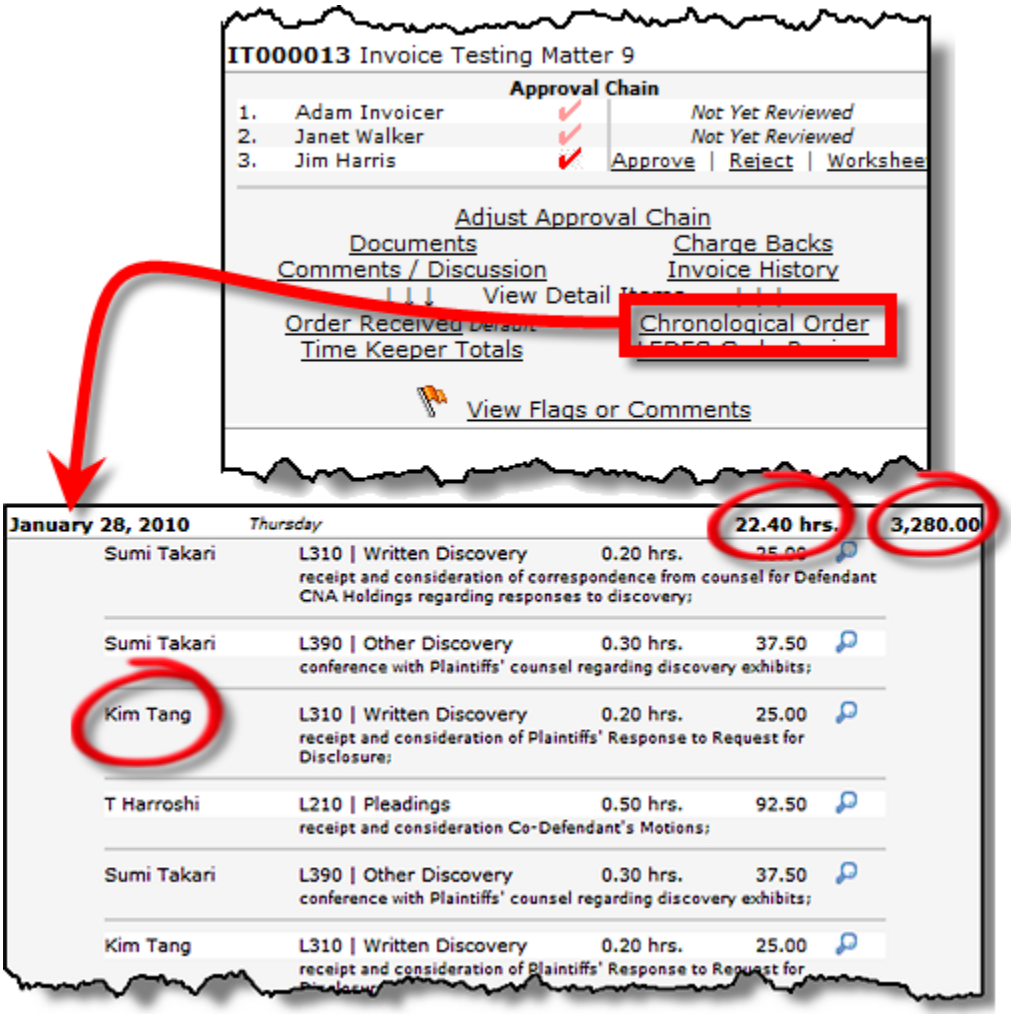
Order Received

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



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.

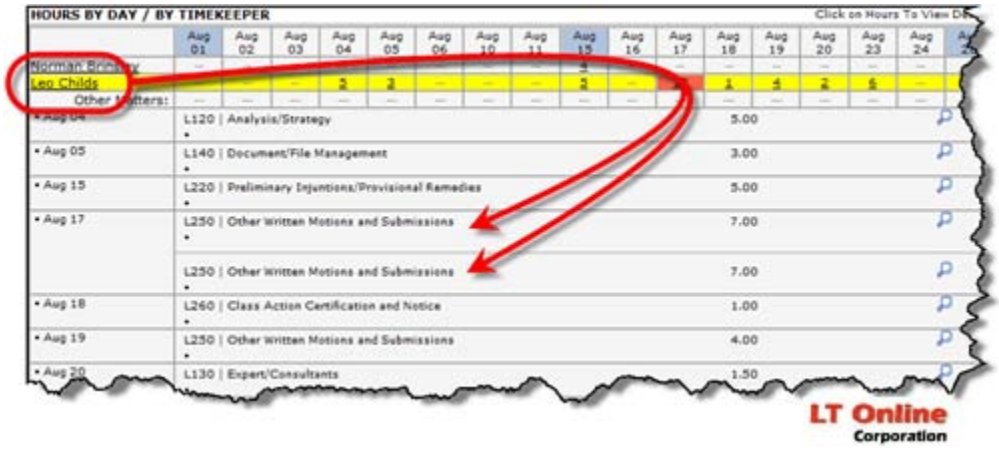


Time Keeper Totals

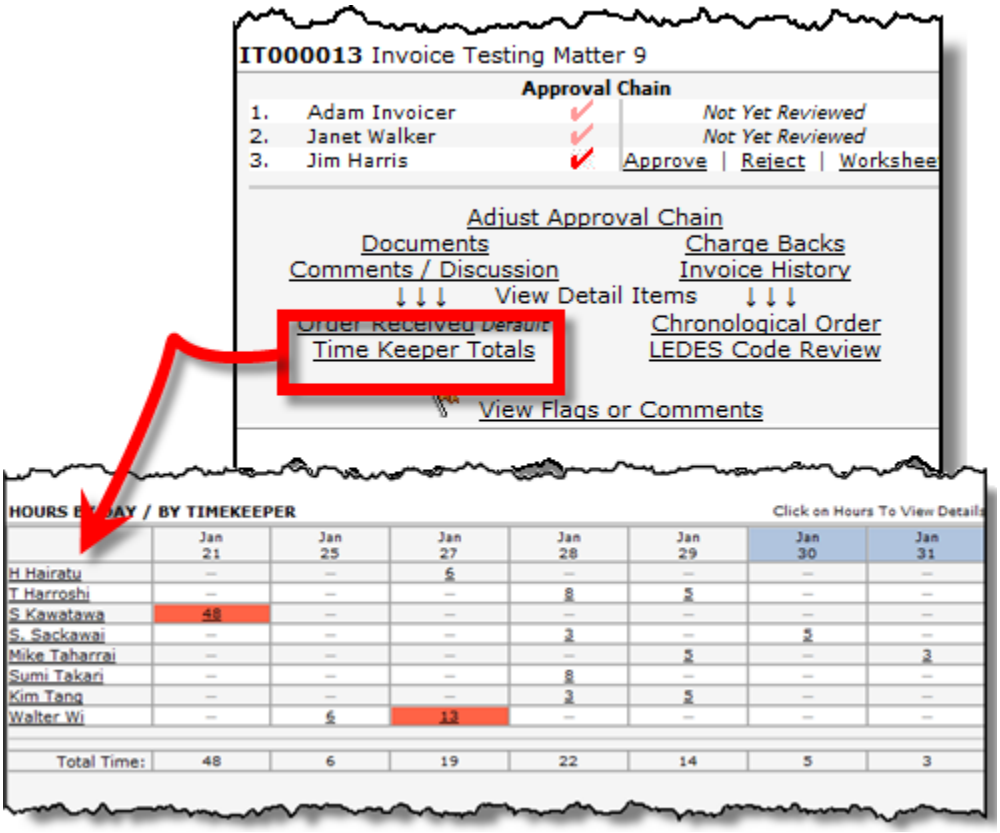
The Time Keeper Totals link on the invoice view screen provides a breakdown of the hours submitted by every timekeeper on the invoice based on the dates displayed.

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.



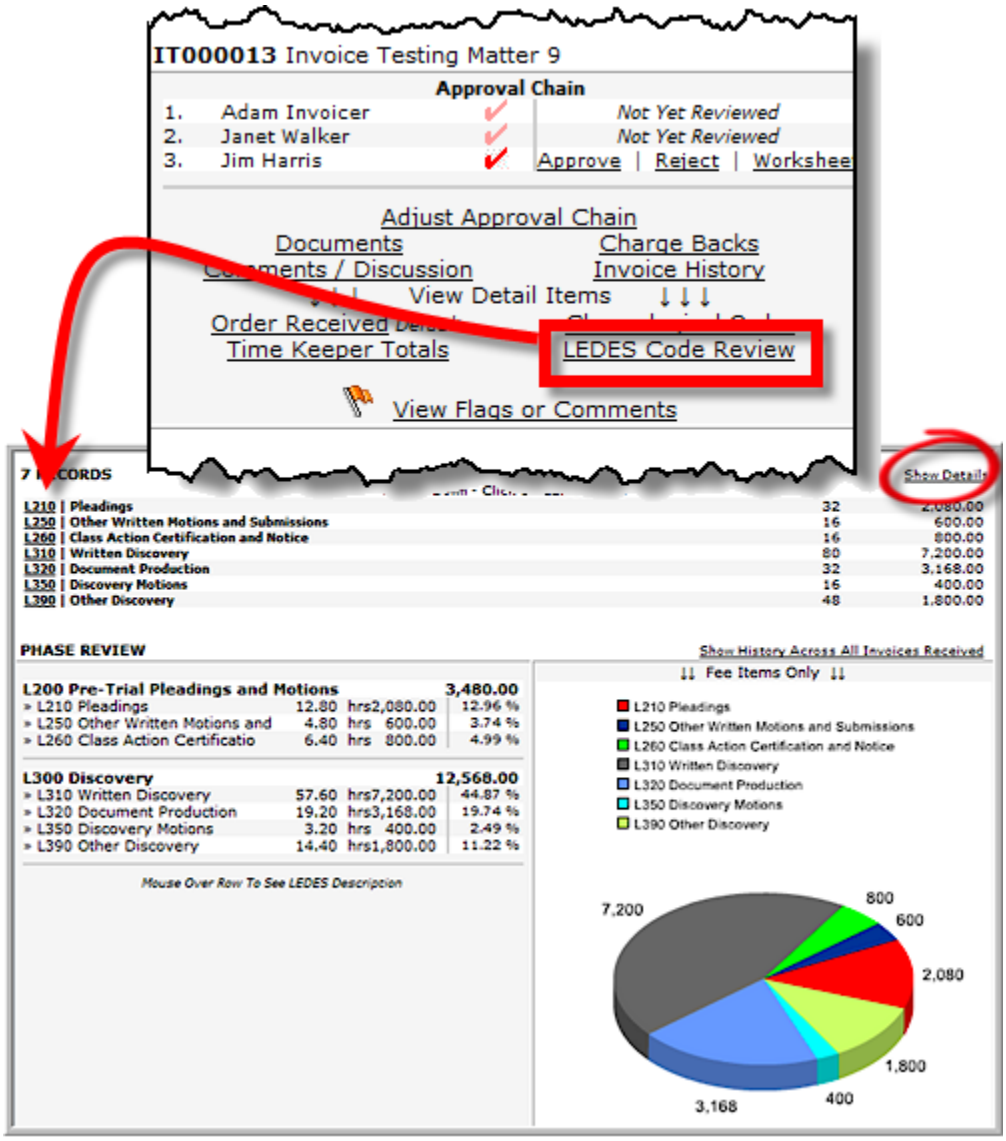
Clicking the hours worked link will provide a breakdown of the line items on that date.



LEDES Code Review

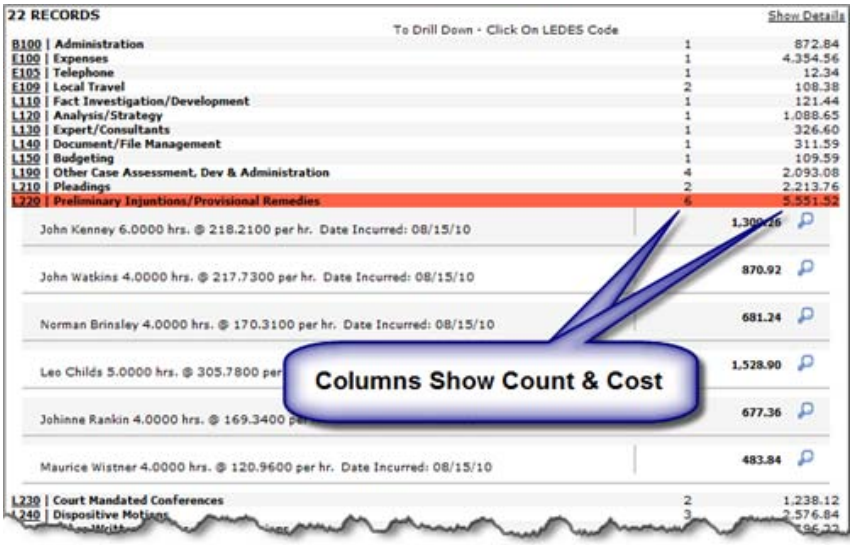
The LEDES Code Review link provides an in-depth breakdown of the LEDES code recorded against the invoice.

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



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.



Viewing Invoice Flags and Comments

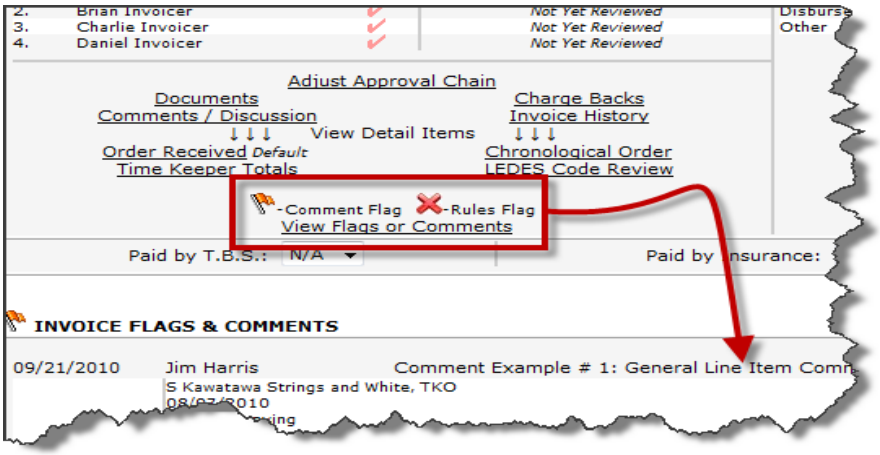
The View Flags or Comments link allows you to view line items that have been flagged by the system or flagged by another individual in your department.

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.

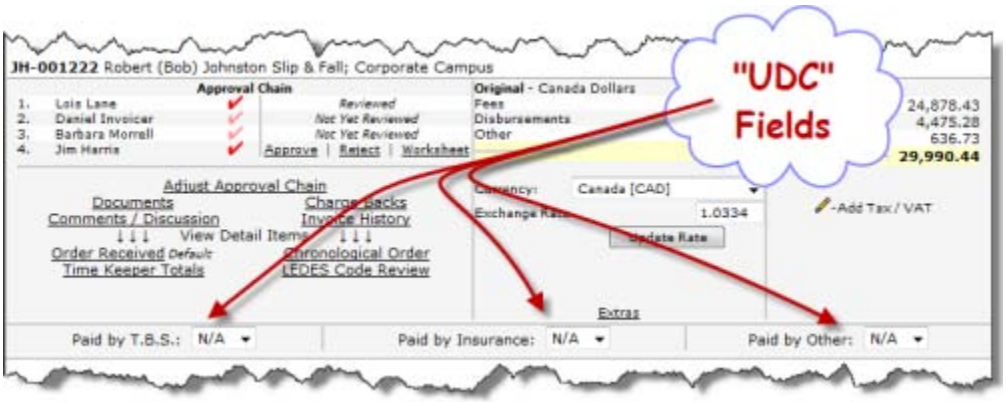
If both flags exist on a line item, the rule flag will be displayed. When viewing the line item, you will see both the rule and comment flag information.



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.

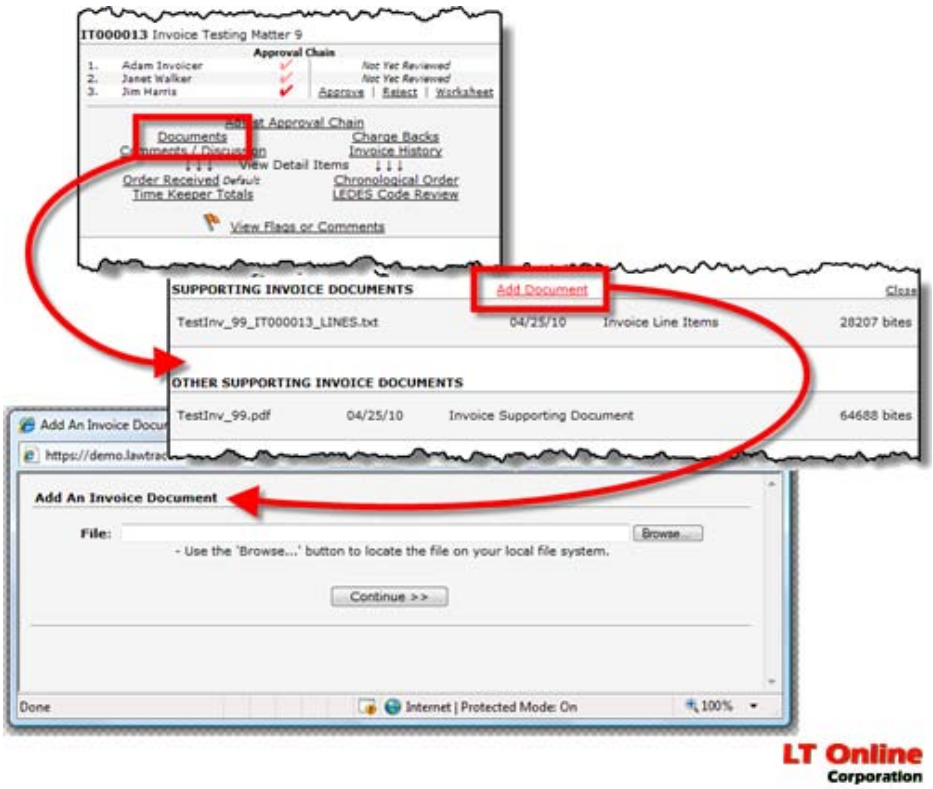


Invoice Documents

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.



LT Online Corporation

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.

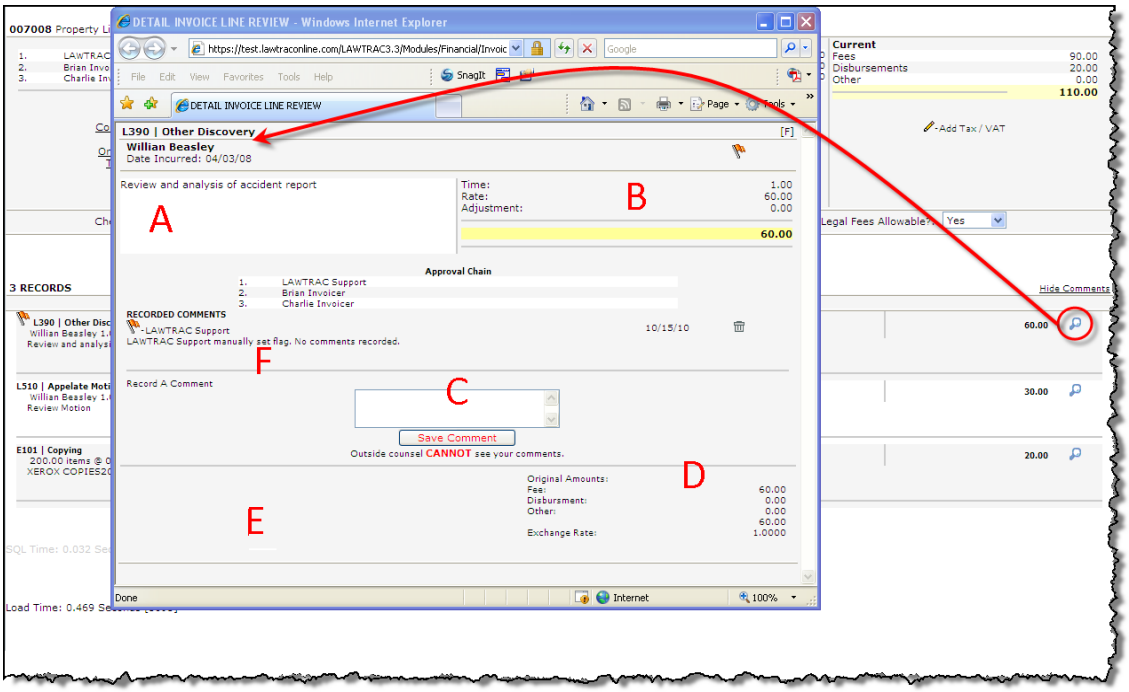
To see even more of the details click the icon.

Viewing Invoice Line Item Details

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

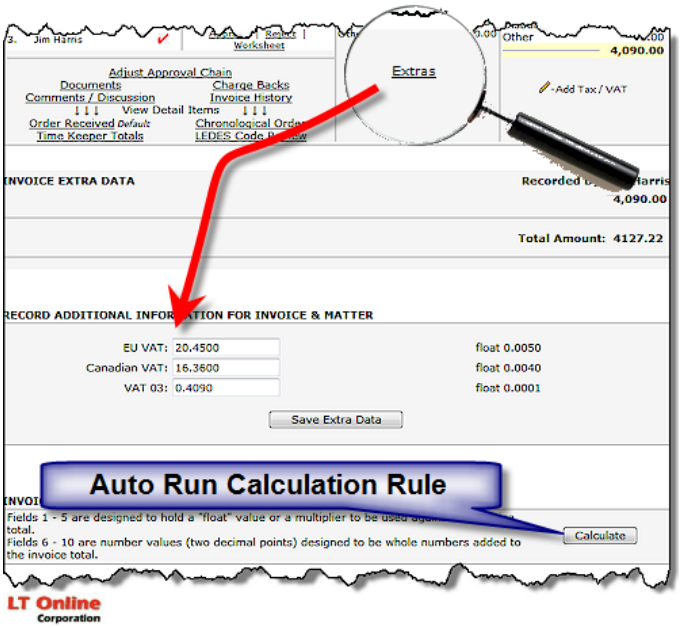
This detail screen contains:

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.