

eCounsel

# Smart Invoice Guide

for Corridor

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**April 2020**

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# Introduction

## Premium Feature – Additional Purchase Required

Smart Invoice is Bridgeway's electronic invoicing product that automates the receipt, approval, and payment of legal expenses, integrating fully with the eCounsel matter management system. Smart Invoice offers a Web eInvoicing via Corridor option for electronic submission of invoices.

## Web eInvoicing

Web eInvoicing allows for automatic import of standard LEDES 1998B, 1998BI/1998BI V2, or 2000 format via Bridgeway's Corridor Website. The Corridor Website is a Bridgeway hosted secure Website allowing vendors/law firms to submit invoices electronically. The Website also allows vendors/law firms to check the status of the submitted invoices. The Smart Invoice Web task is configured within Suite Manager to manage the import of files.

## Discounts

When using Smart Invoice to import LEDES files either manually or using the Smart Invoice Web task, discounts on invoices can be specified by the vendor for individual fee/expense line items or as an invoice-level discount. Bridgeway Software has included functionality to account for these two scenarios of discounting in a LEDES file.

For an invoice line item, a Total Discounts Billed field appears for each line item. For imported invoices, this field will be populated with the LEDES LINE\_ITEM\_ADJUSTMENT\_AMOUNT value in a LEDES 1998B or 1998BI file or with the <discount\_amount> value in a LEDES 2000 file. Double-clicking on the line item opens the **Invoice Detail** dialog box, where additional information can be specified or changes can be made.

Clicking on the **Discount** button on the **Invoice Summary** page or Invoices **Base Info** tab causes the **Invoice Discount** dialog box to open where you can create a new invoice-level discount or modify an imported invoice-level discount. You also can specify whether an invoice-level discount is applied as a percentage or a dollar amount for the invoice. An area to enter comments concerning the discount is provided. An invoice-level discount is applied to fee line items only and is apportioned across all matters that pertain to the invoice.

The discount amounts appear in the following areas of eCounsel:

- **Invoices Summary** page – per line item, the discount amount (in the billed currency amount) is located in the *Invoice Detail* area. Clicking on the discount amount opens the **Invoice Detail** dialog box for the line item or the **Invoice Discount** dialog box for invoice-level discounts.
- **Invoices List** page – the Total Discounts Billed field displays on the invoices grid by default. You can reorder the field by clicking the **Options** button.
- Invoices **Base Info** tab – the Total Discounts Billed field displays the sum of the discount applied at the invoice-level and all discount line items.
- Invoices **Matter** tab – the Total Discounts Billed field displays on the matters grid and the invoice detail grid. At the matter level, this field is the matter-specific invoice-level discount or the sum of all discounts applied to individual line items. At the invoice level, this field is the amount specified as a line item discount or the amount apportioned to the matter for an invoice-level discount.
- **Invoice Detail** dialog box – when manually creating an invoice or editing an imported invoice, the Total Discounts Billed field is available from a line item on the **Matter** tab in Invoices edit mode. Double-clicking the line item opens this dialog box.
- **Invoice Discount** dialog box – the Total Discounts Billed field displays the amount to be applied as a fee percentage to the entire invoice or as a fixed amount.
- Matters **Costs** tab – the Total Discounts Billed field displays on the costs or cost detail grids.

- **Search** page – when creating an advanced search on invoices, the Line Item Total Discounts Billed field is available as criteria after selecting to create an invoices query and selecting the **Matter** tab. The field also can be displayed in the search results. In addition, a Matter Invoice Total Discounts Billed field is available for the **Matter** tab, and a Total Discounts Billed field is available for the **Base Info** tab.

## Foreign Currency

When an invoice is submitted to your company in a currency other than your company’s base currency, the foreign currency used is termed the *billed* currency in eCounsel. Throughout the Invoices module, the billed currency displays at the invoice, matter invoice, and invoice detail levels, along with a conversion to your company’s base currency if a conversion rate is entered on the **Base Info** tab for the invoice.

The addition of the Adjusted Billed field at the invoice, matter invoice, and invoice detail levels displays the adjusted billed amount throughout the Invoices module. Users can view the Total Billed, Total Discounts Billed, Total Adjustments Billed, Adjusted Pre-tax Billed, Total Tax Billed, and Adjusted Billed field values in the vendor’s billed currency as well as the Adjusted Base field value in the client’s base currency.

The billed amounts appear in the following areas of eCounsel:

- **Invoices Summary** page – the original amount, discounts, adjustments, adjusted pre-tax, tax, and adjusted amounts all appear in the billed currency at the invoice level. At the matter level, the pre-tax amount for all fees and expenses appear in the billed currency. At the invoice detail level, the original amount, discounts, adjustments, and adjusted amounts appear in the billed currency.

Abraham, Johnson, & Smith Law Firm 10 North St. Houston, Texas 77006 United States						
Invoice Date	Invoice Number	P.O. Number	Service Range	Invoice Status		
03/17/2011	238740238		02/01/2011 through 02/28/2011	In Process		
Billed Currency						Base Currency
Original	Discounts	Adjustments	Adjusted Pre-tax	Tax	Adjusted	Adjusted Base
2,850.00 ( Euro - EUR )	0.00	0.00	2,850.00	38.00	2,888.00	4,044.64 ( US Dollars )

- **Invoices List** page – the Total Billed, Total Adjustments Billed, and Total Discounts Billed fields display on the invoices grid by default. You can add the Adjusted Billed, Adjusted Pre-tax Billed, and Total Tax Billed fields by clicking the **Options** button.
- Invoices **Base Info** tab – the Total Billed, Total Discounts Billed, Total Adjustments Billed, Adjusted Pre-tax Billed, Total Tax Billed, and Adjusted Billed amounts all appear in the billed currency at the invoice level.
- Invoices **Matter** tab – the Total Billed, Total Discounts Billed, Total Adjustments Billed, Adjusted Pre-tax Billed fields display on the matters grid and the invoice detail grid. At the matter level, the Total Tax Billed and Adjusted Billed fields also display by default.
- **Invoice Detail** dialog box – when manually creating an invoice or editing an imported invoice, the Total Billed, Total Adjustments Billed, Total Discounts Billed, and Adjusted Pre-tax Billed fields are available from a line item on the **Matter** tab in Invoices edit mode. Double-clicking the line item opens this dialog box.
- **Invoice Allocation** dialog box – The allocated amount is available in both base currency and billed currency, along with the type of currency used for each.
- Matters **Costs** tab – the Total Billed, Total Discounts Billed, Total Adjustments Billed, Adjusted Pre-tax Billed, Total Tax Billed, and Adjusted Billed fields display on the costs grid, and the Total Adjustments Billed and Total Discounts Billed fields display on the cost detail grids by default.
- **Search** page – when creating an advanced search on invoices, the fields for billed amounts are available as criteria after selecting to create an invoices query.

# Taxes

Taxes on fees and expenses are supported in eCounsel. Each detail line on the invoice is identified as taxable or non-taxable, and the taxes are summarized based on taxable fees or taxable expenses at the matter level. If LEDES 1998BI and LEDES2000 files contain tax information, the tax information will be imported into eCounsel along with the other imported information.

**i** LEDES 1998BI and LEDES 2000 formats support *single jurisdiction* taxes only.

A **Matter Tax Detail** subtab has been added to the Invoices **Matter** tab:

The screenshot shows the 'Matter Tax Detail' subtab. The interface includes a search bar for 'Vendor Tax ID' and a table of tax details. The table has the following data:

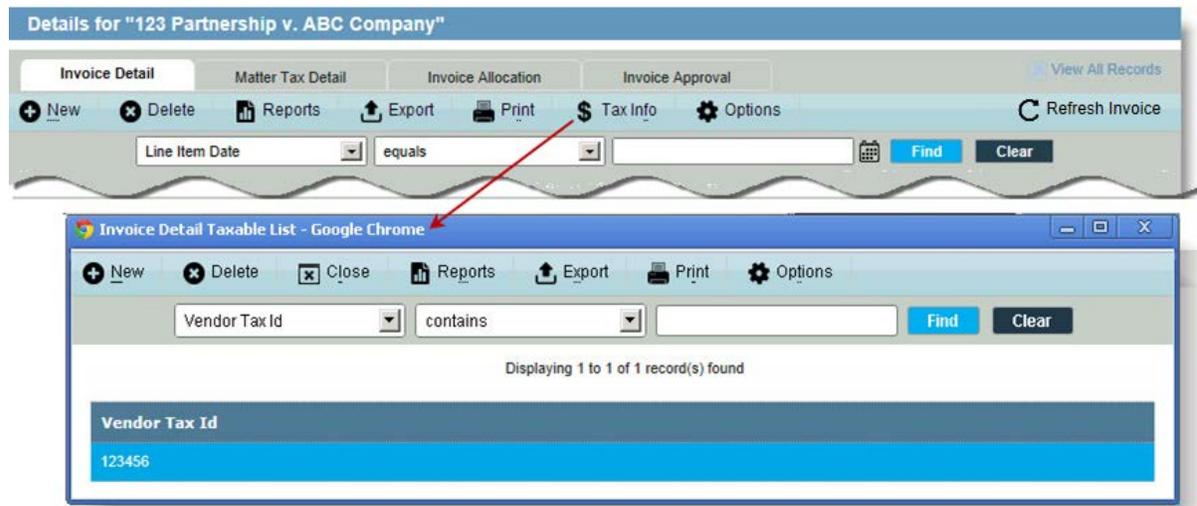
Vendor Tax ID	Tax Rate	Tax Type	Taxable Billed Fees	Total Tax Fees	Taxable Billed Expenses	Total Tax Expenses	Tax Country	Tax Locality
87-2857889	0.0875	GST - Goods and Services Tax	1,750.00	153.16	165.00	14.44	GB United Kingdom	
Total Tax: 167.60			1,750.00*	153.16*	165.00*	14.44*		

A Taxable field has been added to the **Invoice Detail** subtab on the **Matter** tab:

The screenshot shows the 'Invoice Detail' subtab. The interface includes a search bar for 'Line Item Date' and a table of invoice items. The table has the following data:

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
	Expense				1,650.00			1,650.00	\$2,310.83	Yes
02/10/2011	Expense	Petersen, Nicholas			1,000.00			1,000.00	\$1,400.50	No
02/15/2011	Fee				200.00			200.00	\$280.10	Yes
					2,850.00*	0.00*	0.00*	2,850.00*	\$3,991.43*	

And, a **Tax Info** button has been added to the **Invoice Detail** subtab toolbar to open the **Invoice Detail Taxable List** dialog box to identify the vendor's tax identification number with the taxing authority:



The creation of a record on the **Invoice Detail Taxable List** dialog box automatically sets the invoice detail record Taxable field to *Yes*.

## LEDES Files

Invoices received electronically in a LEDES 1998B, 1998BI, or 2000 file format can be imported easily into eCounsel. Invoice line items will automatically populate the appropriate field. Several methods for importing LEDES files can be configured (though these options are premium features):

- Manual invoice import requires an activation key.
- Electronic invoice import using the Corridor Website requires configuration of Web eInvoicing.
- Electronic invoice import using the eBillingHub® requires configuration of user access through Corridor.

### LEDES 1998B and LEDES 1998BI

Before importing invoices, vendors must have an entity record in eCounsel that contains a value in the Tax ID field on the **Base Info** tab. This identifier is the vendor's primary identifier. Obtain this number from your vendors as it must be included in order for eCounsel to validate the invoice.

Additionally, each timekeeper that bills for services must have a person record in eCounsel that contains the timekeeper identification number in the Administration Number field on the **Base Info** tab. The timekeeper also must have an active employment record for the vendor submitting invoices. Obtain this timekeeper information from your vendors.

eCounsel requires the following information in the LEDES 1998B and 1998BI files:

- Matter number
- Vendor's Tax ID number

Any other information to be included is based on your company's billing guidelines and requirements.

## LEDES 2000

Before importing invoices, vendors must have an entity record in eCounsel that contains a value in the Tax ID field on the **Base Info** tab. This identifier is the vendor's primary identifier. If a vendor has more than one record in the Entities module, such as for branch offices, the Entity Number field is used to differentiate these multiple offices. When an invoice is imported, the Tax ID is used to validate the vendor. If more than one instance of the Tax ID is found, eCounsel will also check the Entity Number field.

Additionally, each timekeeper that bills for services must have a person record in eCounsel that contains the timekeeper identification number in the Administration Number field on the **Base Info** tab. The timekeeper also must have an active employment record for the vendor submitting invoices. Obtain this timekeeper information from your vendors.

eCounsel requires the following information in the LEDES 2000 files:

- Matter number
- Vendor's Tax ID number
- Entity number (although optional in LEDES 2000, required by eCounsel)

Any other information to be included is based on your company's billing guidelines and requirements.

 If you are importing an invoice that uses foreign currency, the three-letter code in the LEDES file must match a currency code in the eCounsel currency types lookup list or the invoice will be rejected. If the currency code is blank in the LEDES file, the base currency configured in Suite Manager will be assumed.

## Attachments

Web eInvoicing must be configured to accept attachments to LEDES files if law firms/vendors can submit attachments with invoices. The filename for attachments to invoices must conform to a specific format. The naming convention for attachments is a tilde, the invoice number, tilde, filename (for example, **~98765~SD1100.jpg**). *eCounsel will accept all file formats for attachments.*

## Schema

For a schema of the LEDES format specifications, go to <http://www.ledes.org>. The following shows how eCounsel uses the information from a LEDES file:

# LEDES 1998B

LEDES 988B				eCounsel	
Field	Type	Required/ Optional	Description	Database	Invoices Module
INVOICE_DATE	Date * 8 YYYYMMDD	Required	The invoice date. A null value (") would be an error.	Invoice InvoiceDate	Base Info>Date
INVOICE_NUMBER	Character * 20	Required	The alphanumeric, law firm assigned invoice number or code. Multiple INVOICE_NUMBERS can be billed in the same LEDES file. A null value (") would be an error.	Invoice BillingEntity/Invoice Number Invoice OurInvoiceNumber	Base Info>Invoice # Base Info>Transaction #
CLEINT_ID	Character * 20	Required	The law firm assigned client code. A null value (") would be an error.	Not imported	N/A
LAW_FIRM_MATTER_ID	Character * 20	Required	The law firm assigned matter code. Multiple LAW_FIRM_MATTER_IDs can be billed in the same invoice. A null value (") would be an error.	Not imported	N/A
INVOICE_TOTAL	Currency * 12.4	Required	The sum of all LINE_ITEM_TOTAL values in this invoice. A null value (") would be an error.	Invoice AdjustedNativeAmount and Invoice InvoiceAmount if currency type = base currency	Base Info>Adjusted Billed and Base Info>Adjusted Base if currency type = base currency
BILLING_START_DATE	Date * 8 YYYYMMDD	Required	The starting date for the billing period. A null value (") would be an error.	Invoice ServiceStartDate	Base Info>Service Start
BILLING_END_DATE	Date * 8 YYYYMMDD	Required	The ending date for the billing period. A null value (") would be an error.	Invoice ServiceEndDate	Base Info>Service End
INVOICE_DESCRIPTION	Character * 15 KB	Optional	A descriptive summary of work performed which is charged on this invoice during the applicable billing period. Limited to 15KB of text.	Invoice Comments_ID then to LongComments	Base Info>Comments
LINE_ITEM_NUMBER	Character * 20	Required	The sequence number of this line item. This number must be unique for each line item in an invoice. Usually, the time entry primary key in the law firm's financial system is used here. LINE_ITEM_NUMBERS must be unique per INVOICE_NUMBER but need not be consecutive. A null value (") would be an error.	Not imported	N/A
EXP/FEES/INV_ADJ_TYPE	Character * 2	Required	An identifier indicating whether the line item is an expense ("E"), a fee ("F"), an invoice-level adjustment on fees ("IF"), or an invoice-level adjustment on expenses ("IE"). A null value (") would be an error.	InvoiceDetail.CostType_CD	Invoice Detail>Cost Type
LINE_ITEM_NUMBER_OF_UNITS	Numeric * 10.4	Required except if an invoice-level adjustment	The number of units billed on this line item. For fee items, this is the number of hours being billed. For expense items, this is the number of items being expensed. For invoice-level adjustments, this field is ignored. A value of zero "0" or null (") would be an error unless the line item is an invoice-level adjustment.	InvoiceDetail.HoursOrUnits	Invoice Detail>Hours/Units
LINE_ITEM_ADJUSTMENT_AMOUNT	Currency * 10.4	Optional	The numerical value of any adjustment applied to this line item. A positive value indicates a premium, a negative value indicates a discount. A null (") or zero ("0") value indicates no adjustment.	InvoiceDetail.DiscountAmount	Invoice Detail>Total Adjustments Billed Invoice Detail>Total Discounts Billed

LEDES 98B			eCounsel		
Field	Type	Required/ Optional	Description	Database	Invoices Module
LINE_ITEM_TOTAL	Currency * 10.4	Required	The numerical value of this line item. This must be (LINE_ITEM_UNIT_COST * LINE_ITEM_NUMBER_OF_UNITS) + LINE_ITEM_ADJUSTMENT_AMOUNT + LINE_ITEM_TAX_TOTAL. A null value ("") would be an error. <b>NOTE: The sample 98BIV2 file from LEDES contradicts this. The Line_Item_Total field in the sample does not include tax.</b>	InvoiceDetail.AdjustedNativeAmount Calculated as Line_Item_Total minus Line_Item_Tax_Total, because this field contains tax that is not captured by eCounsel at the line item level.	Invoice Detail>Adjusted Pre-tax Billed
LINE_ITEM_DATE	Date * 8 YYYYMMDD	Required	The date the fees/expenses were incurred. Typically, this date is between the BILLING_START_DATE and the BILLING_END_DATE. A null value ("") would be an error.	InvoiceDetail.LineItemDate	Invoice Detail>Line Item Date
LINE_ITEM_TASK_CODE	Character * 20	Required for task items	The task code (e.g., using the UTBMS code set) for this line item. Most expense items probably do not have a LINE_ITEM_TASK_CODE associated with them (in which case this field would be left null).	InvoiceDetail.Task_ID	Invoice Detail>Task
LINE_ITEM_EXPENSE_CODE	Character * 20	Required for expense items	The expense code (e.g., using the UTBMS code set) for this expense line item. Most fee items probably do not have a LINE_ITEM_EXPENSE_CODE associated with them (in which case this field would be left null).	InvoiceDetail.Expense_CD	Invoice Detail>Expense Type
LINE_ITEM_ACTIVITY_CODE	Character * 20	Required for task items	The activity code (e.g., using the UTBMS code set) for this fee line item. Most expense items probably do not have a LINE_ITEM_ACTIVITY_CODE associated with them (in which case this field would be left null).	InvoiceDetail.Activity_CD	Invoice Detail>Activity Type
TIMEKEEPER_ID	Character * 20	Required for task items	A unique identifier for the timekeeper for this line entry. Typically, the identifier used here is the primary key for a timekeeper used in a law firm's financial system (e.g., an employee number, social security number, initials, or anything else so long as it uniquely identifies a particular timekeeper). For fee line items, a null value ("") would be an error. Most expense items probably do not have a TIMEKEEPER_ID associated with them (in which case this field would be left null). Actual timekeeper names should be avoided.	InvoiceDetail.Professional_EID Validates against Person.AdministrationNumber and Company_Person.Person_ID	Invoice Detail>Professional Displays name from People module
LINE_ITEM_DESCRIPTION	Character * 15 KB	Required for task items	Free form description of this line item. May be up to 15KB of text. If an expense item uses a LINE_ITEM_EXPENSE_CODE, this field is usually left null.	InvoiceDetail.Comments_ID	Invoice Detail>Comments

Field	Type	Required/ Optional	Description	Database	Invoices Module
LAW_FIRM_ID	Character * 50	Required	Identifier(s) uniquely identifying the sending law firm. The law firm's Federal Taxpayer ID if operating in the U.S. or a tax identifier for non-U.S. firms. The field will accommodate up to three identification numbers through the use of a sub-delimiter (~). A null value (") would be an error.	InvoiceBillingEntity_EID Validates against Entity.FederalNumber	Base Info>Vendor
LINE_ITEM_UNIT_COST	Currency * 10.4	Required except if an invoice-level adjustment	The standard (i.e., undiscounted) unit cost of the line item. For fees, this would be the hourly rate. For expenses, this would be the cost per unit. For invoice-level adjustments, this field is ignored. A value of zero ("0") or null (") would be an error unless the line item is an invoice-level adjustment.	InvoiceDetailRate	Invoice Detail>Rate
TIMEKEEPER_NAME	Character * 30	Required for Task items	The name of a timekeeper. Names must be entered Last name first, then a comma, followed by First name (e.g., "Arnsley, Robert"). THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR TIMEKEEPER. This field is mandatory. Most expense items probably do not have a TIMEKEEPER_NAME associated with them (in which case this field would be left null).	Not imported	Timekeeper name comes from person record associated with Timekeeper_ID
TIMEKEEPER_CLASSIFICATION	Character * 10	Required for Task items	The staff classification of a timekeeper. This field must use one of the following codes: "PT" (for partner), "AS" (for associate), "OC" (for of counsel), "LA" (for legal assistant), "OT" (for other timekeeper), "SI" (for summer intern), "PL" (for paralegal), "SE" (for secretary or clerk), and "NP" (for non-legal professional). THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR TIMEKEEPER. Most expense items probably do not have a TIMEKEEPER_CLASSIFICATION associated with them (in which case this field would be left null).	Not imported	N/A
CLIENT_MATTER_ID	Character * 20	Required except if client does not assign matter identifiers	The client assigned matter code. Multiple CLIENT_MATTER_IDs can be billed in the same invoice. A null value (") would be an error, unless the client does not assign matter identifiers.	MatterInvoice.MatterNumber_ID Validates against Matter.MatterNumber	Matter Invoice>Matter

# LEDES 1998BI

LEDES 98BIV2			eCounsel		
Field	Type	Required/ Optional	Description	Database	Invoices Module
INVOICE_DATE	Date * 8 YYYYMMDD	Required	The invoice date. A null value ("") would be an error.	Invoice InvoiceDate	Base Info>Date
INVOICE_NUMBER	Character * 20	Required	The alphanumeric, law firm assigned invoice number or code. Multiple INVOICE_NUMBERS can be billed in the same LEDES file. A null value ("") would be an error.	Invoice BillingEntity/Invoice Number Invoice OurInvoiceNumber	Base Info>Invoice # Base Info>Transaction #
CLEINT_ID	Character * 20	Required	The law firm assigned client code. A null value ("") would be an error.	Not imported	N/A
LAW_FIRM_MATTER_ID	Character * 20	Required	The law firm assigned matter code. Multiple LAW_FIRM_MATTER_IDs can be billed in the same invoice. A null value ("") would be an error.	Not imported	N/A
INVOICE_TOTAL	Currency * 12.4	Required	The sum of all LINE_ITEM_TOTAL values in this invoice. A null value ("") would be an error.	Invoice-AdjustedNativeAmount and Invoice InvoiceAmount if currency type = base currency	Base Info>Adjusted Billed and Base Info>Adjusted Base if currency type = base currency
BILLING_START_DATE	Date * 8 YYYYMMDD	Required	The starting date for the billing period. A null value ("") would be an error.	Invoice ServiceStartDate	Base Info>Service Start
BILLING_END_DATE	Date * 8 YYYYMMDD	Required	The ending date for the billing period. A null value ("") would be an error.	Invoice ServiceEndDate	Base Info>Service End
INVOICE_DESCRIPTION	Character * 15 KB	Optional	A descriptive summary of work performed which is charged on this invoice during the applicable billing period. Limited to 15KB of text.	Invoice Comments_ID then to LongComments	Base Info>Comments
LINE_ITEM_NUMBER	Character * 20	Required	The sequence number of this line item. This number must be unique for each line item in an invoice. Usually, the line entry primary key in the law firm's financial system is used here. LINE_ITEM_NUMBERS must be unique per INVOICE_NUMBER but need not be consecutive. A null value ("") would be an error.	Not imported	N/A
EXPIFEE/INV_ADJ_TYPE	Character * 2	Required	An identifier indicating whether the line item is an expense ("E"), a fee ("F"), an invoice-level adjustment on fees ("IF"), or an invoice-level adjustment on expenses ("IE"). A null value ("") would be an error.	InvoiceDetail.CostType_CD	Invoice Detail>Cost Type
LINE_ITEM_NUMBER_OF_UNITS	Numeric * 10.4	Required except if an invoice-level adjustment	The number of units billed on this line item. For fee items, this is the number of hours being billed. For expense items, this is the number of items being expensed. For invoice-level adjustments, this field is ignored. A value of zero "0" or null ("") would be an error unless the line item is an invoice-level adjustment.	InvoiceDetail.HoursOrUnits	Invoice Detail>Hours/Units
LINE_ITEM_ADJUSTMENT_AMOUNT	Currency * 10.4	Optional	The numerical value of any adjustment applied to this line item. A positive value indicates a premium, a negative value indicates a discount. A null ("") or zero ("0") value indicates no adjustment.	InvoiceDetail.DiscountAmount	Invoice Detail>Total Adjustments Billed Invoice Detail>Total Discounts Billed

LEDES 98BIV2			eCounsel		
Field	Type	Required/ Optional	Description	Database	Invoices Module
LINE_ITEM_TOTAL	Currency * 10.4	Required	The numerical value of this line item. This must be (LINE_ITEM_UNIT_COST * LINE_ITEM_NUMBER_OF_UNITS) + LINE_ITEM_ADJUSTMENT_AMOUNT + LINE_ITEM_TAX_TOTAL. A null value ("") would be an error. <b>NOTE: The sample 98BIV2 file from LEDES contradicts this. The Line_Item_Total field in the sample does not include tax.</b>	InvoiceDetail.AdjustedNativeAmount Calculated as Line_Item_Total minus Line_Item_Tax_Total, because this field contains tax that is not captured by eCounsel at the line item level.	Invoice Detail>Adjusted Pre-tax Billed
LINE_ITEM_DATE	Date * 8 YYYYMMDD	Required	The date the fees/expenses were incurred. Typically, this date is between the BILLING_START_DATE and the BILLING_END_DATE. A null value ("") would be an error.	InvoiceDetail.LineItemDate	Invoice Detail>Line Item Date
LINE_ITEM_TASK_CODE	Character * 20	Required for task items	The task code (e.g., using the UTBMS code set) for this line item. Most expense items probably do not have a LINE_ITEM_TASK_CODE associated with them (in which case this field would be left null).	InvoiceDetail.Task_ID	Invoice Detail>Task
LINE_ITEM_EXPENSE_CODE	Character * 20	Required for expense items	The expense code (e.g., using the UTBMS code set) for this expense line item. Most fee items probably do not have a LINE_ITEM_EXPENSE_CODE associated with them (in which case this field would be left null).	InvoiceDetail.Expense_CD	Invoice Detail>Expense Type
LINE_ITEM_ACTIVITY_CODE	Character * 20	Required for task items	The activity code (e.g., using the UTBMS code set) for this fee line item. Most expense items probably do not have a LINE_ITEM_ACTIVITY_CODE associated with them (in which case this field would be left null).	InvoiceDetail.Activity_CD	Invoice Detail>Activity Type
TIMEKEEPER_ID	Character * 20	Required for task items	A unique identifier for the timekeeper for this line entry. Typically, the identifier used here is the primary key for a timekeeper used in a law firm's financial system (e.g., an employee number, social security number, initials, or anything else so long as it uniquely identifies a particular timekeeper). For fee line items, a null value ("") would be an error. Most expense items probably do not have a TIMEKEEPER_ID associated with them (in which case this field would be left null). Actual timekeeper names should be avoided.	InvoiceDetail.Professional_EID Validates against Person.AdministrationNumber and Company_Person.Person_ID	Invoice Detail>Professional Displays name from People module
LINE_ITEM_DESCRIPTION	Character * 15 KB	Required for task items	Free form description of this line item. May be up to 15KB of text. If an expense item uses a LINE_ITEM_EXPENSE_CODE, this field is usually left null.	InvoiceDetail.Comments_ID	Invoice Detail>Comments
LAW_FIRM_ID	Character * 50	Required	Identifier(s) uniquely identifying the sending law firm. The law firm's Federal Taxpayer ID if operating in the U.S. or a tax identifier for non-U.S. firms. The field will accommodate up to three identification numbers through the use of a sub-delimiter (~). A null value ("") would be an error.	Invoice.BillingEntity_EID Validates against Entity.FederalNumber	Base Info>Vendor

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Field	Type	Required/ Optional	Description	Database InvoiceDetailRate	Invoices Module Invoice Detail>Rate
LINE_ITEM_UNIT_COST	Currency * 10.4	Required except if an invoice-level adjustment	The standard (i.e., undiscounted) unit cost of the line item. For fees, this would be the hourly rate. For expenses, this would be the cost per unit. For invoice-level adjustments, this field is ignored. A value of zero ("0") or null ("") would be an error unless the line item is an invoice-level adjustment.	Not imported	Timekeeper name comes from person record associated with Timekeeper_ID
TIMEKEEPER_NAME	Character * 30	Required for Task Items	The name of a timekeeper. Names must be entered Last name first, then a comma, followed by First name (e.g., "Armsley, Robert"). THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR TIMEKEEPER. This field is mandatory. Most expense items probably do not have a TIMEKEEPER_NAME associated with them (in which case this field would be left null).	Not imported	N/A
TIMEKEEPER_CLASSIFICATION	Character * 10	Required for Task Items	The staff classification of a timekeeper. This field must use one of the following codes: "PT" (for partner), "AS" (for associate), "OC" (for of counsel), "LA" (for legal assistant), "OT" (for other timekeeper), "SI" (for summer intern), "PL" (for paralegal), "SE" for secretary or clerk, and "NP" (for non-legal professional). THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR TIMEKEEPER. Most expense items probably do not have a TIMEKEEPER_CLASSIFICATION associated with them (in which case this field would be left null).	Not imported	N/A
CLIENT_MATTER_ID	Character * 20	Required except if client does not assign matter identifiers	The client assigned matter code. Multiple CLIENT_MATTER_IDs can be billed in the same invoice. A null value ("") would be an error, unless the client does not assign matter identifiers.	MatterInvoice.MatterNumber_ID Validates against Matter.MatterNumber	Matter Invoice>Matter
PO_NUMBER	Character * 100	Required	The alphanumeric, client assigned purchase order number or code. Multiple Purchase Orders can be billed in the same file.	Invoice.PurchaseOrderNumber <b>NOTE: One PO Number per invoice requires one matter per invoice.</b>	Base Info>Purchase Order #
CLIENT_TAX_ID	Character * 20	Required	The client's identification for tax purposes. In the UK this would be the VAT number.	Not imported	N/A
MATTER_NAME	Character * 255	Required	The name of the matter to which this invoice relates. THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR A MATTER.	Not imported	N/A

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Field	Type	Required/ Optional	Description	Database	Invoices Module
INVOICE_TAX_TOTAL	Currency * 12.4	Optional	The sum of all LINE_ITEM_TAX_TOTAL items in this invoice. A null value would denote a tax exempt invoice. The client may request that the tax amount be only the reimbursable tax amount, such as VAT, which they often must track separately for accounting purposes. The receiving application is encouraged to allow for a reasonable variance to account for rounding errors when the sending application calculated the INVOICE_TAX_TOTAL.	Invoice.TaxNativeAmount	Base Info>Total Tax Billed
INVOICE_NET_TOTAL	Currency * 12.4	Required	The sum of all LINE_ITEM_TOTAL values in this invoice minus the INVOICE_TAX_TOTAL. A null value ("" ) would be an error. The client may request that the tax amount be only the reimbursable tax amount, such as VAT, which they often must track separately for accounting purposes.	Invoice.AdjustedNativeAmountPre-tax	Base Info>Adjusted Pre-tax Billed
INVOICE_CURRENCY	Character * 3	Required	The submission currency by the law firm or vendor denoted by the 3 character ISO currency code (ISO 4217). The payment currency by the client is not driven from this field. A null value ("" ) would be an error.	Invoice.Currency_CD Validation required.	Base Info>Currency
TIMEKEEPER_LAST_NAME	Character * 30	Required if TIMEKEEPER_ NAME field is filled in	The last name of a timekeeper. THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR A MATTER. A null value ("" ) would be an error for F and IF EXP/FEETAX/INV_ADJ_TYPE (most expense and tax line-items probably do not have a TIMEKEEPER_NAME associated with them, in which case this field would be left null ("")). This data is duplicative of the TIMEKEEPER_NAME field.	Not imported	N/A
TIMEKEEPER_FIRST_NAME	Character * 30	Required if TIMEKEEPER_ NAME field is filled in	The first name of a timekeeper. THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR A MATTER. A null value ("" ) would be an error for F and IF EXP/FEETAX/INV_ADJ_TYPE (most expense and tax line-items probably do not have a TIMEKEEPER_NAME associated with them, in which case this field would be left null ("")). This data is duplicative of the TIMEKEEPER_NAME field.	Not imported	N/A
ACCOUNT_TYPE	Character * 1	Required	An identifier indicating whether an invoice is "own account" ("O"), or "third party" ("T").	Not imported	N/A
LAW_FIRM_NAME	Character * 60	Optional	Law firm name.	Not imported	N/A
LAW_FIRM_ADDRESS_1	Character * 60	Optional	The street address of the law firm. Given these display fields can be supplemented by intermediate vendor applications, a null value ("" ) would be acceptable.	Not imported	N/A

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Field	Type	Required/Optional	Description	Database	Invoices Module
LAW_FIRM_ADDRESS_2	Character * 60	Optional	Optional second street address of the law firm. Given these display fields can be supplemented by intermediate vendor applications, a null value (") would be acceptable.	Not imported	N/A
LAW_FIRM_CITY	Character * 40	Optional	The city of the law firm.	Not imported	N/A
LAW_FIRM_STATEORREGION	Character * 40	Optional	The state or region of the law firm.	Not imported	N/A
LAW_FIRM_POSTCODE	Character * 20	Optional	The postal code of the law firm.	Not imported	N/A
LAW_FIRM_COUNTRY	Character * 3	Optional	The country code of the law firm.	Not imported	N/A
CLIENT_NAME	Character * 60	Optional	Client name.	Not imported	N/A
CLIENT_ADDRESS_1	Character * 60	Optional	The street address of the client.	Not imported	N/A
CLIENT_ADDRESS_2	Character * 60	Optional	Optional second street address of the client.	Not imported	N/A
CLIENT_CITY	Character * 40	Optional	The city of the client.	Not imported	N/A
CLIENT_STATEORREGION	Character * 40	Optional	The state or region of the client. Given these display fields can be supplemented by intermediate vendor applications, a null value (") would be acceptable.	Not imported	N/A
CLIENT_POSTCODE	Character * 20	Optional	The postal code of the client.	Not imported	N/A
CLIENT_COUNTRY	Character * 3	Optional	The country code of the client.	Not imported	N/A
LINE_ITEM_TAX_RATE	Decimal * 0.4	Optional	Percentage tax rate against charge. A decimal number between 0 and 1 indicating the rate of taxation on the line item. A null (") or 0 would indicate no taxes apply to the line item.	MatterInvoiceTaxSummary.TaxRate Creates one MatterInvoiceTaxSummary for each row where LawFirm_ID, Line_Item_Tax_Rate and Line_Item_Tax_Type are the same	Matter Tax Detail>Tax Rate
LINE_ITEM_TAX_TOTAL	Currency * 10.4	Required	Total amount of tax for the line item. This must be ((LINE_ITEM_UNIT_COST * LINE_ITEM_NUMBER_OF_UNITS) + LINE_ITEM_ADJUSTMENT_AMOUNT) * LINE_ITEM_TAX_RATE.	MatterInvoiceTaxSummary.TotalTaxFees OR MatterInvoiceTaxSummary.TotalTaxExpenses	Matter Tax Detail>Total Tax Fees or Total Tax Expenses
LINE_ITEM_TAX_TYPE	Character * 20	Optional	Tax type indicator (e.g. VAT, GST, PST, Other). Information purposes only and not used in the invoice calculation. A null value (") would be acceptable.	For each row where LawFirm_ID, Line_Item_Tax_Rate and Line_Item_Tax_Type are the same and EXPFEE/INV_ADJ_TYPE = F, then set MatterInvoiceTaxSummary.TotalTaxFees with results of the sum of Line_Item_Tax_Total  For each row where LawFirm_ID, Line_Item_Tax_Rate and Line_Item_Tax_Type are the same and EXPFEE/INV_ADJ_TYPE = E, then set MatterInvoiceTaxSummary.TotalTaxExpenses with results of the sum of Line_Item_Tax_Total	Matter Tax Detail>Tax Type
INVOICE_REPORTED_TAX_TOTAL	Currency * 12.4	Optional	The amount of tax in the national currency as reported to the tax authorities. Information purposes only and not used in the invoice calculation. A null value (") would be acceptable.	MatterInvoiceTaxSummary.TaxType_CD (See Line_Item_Tax_Rate) InvoiceDetailTaxable.TaxType_CD Not imported	N/A
INVOICE_TAX_CURRENCY	Character * 3	Optional	The currency of INVOICE_REPORTED_TAX_TOTAL denoted by the 3 character ISO currency code (ISO 4217). A null value (") would mean that the total tax on an invoice is in the same currency as the INVOICE_CURRENCY.	Not imported	N/A

# LEDES 2000

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Field	Type	Required/Optional	Comments	Database	Invoices Module
<b>Firm Segment</b>					
if_tax_id	Character * 25	Required	The billing firm's federal tax id. For non-USA firms - a code that the firm will use to uniquely identify itself to it's clients.	Validates against Entity.FederalNumber; rejects invoice if invalid	Base Info>Vendor
if_id	Character * 20	Optional	An optional field assigned by the law firm to themselves to identify the firm.	If populated, validates against Entity.EntityNumber; rejects invoice if invalid	N/A
if_name	Character * 60	Required	The name of Law firm	Not imported	N/A
@if_address	N/A	Required	Address Structure	Not imported	Uses primary address from Contact Info
@if_remit_address	N/A	Optional	Address Structure	Not imported	N/A
if_billing_contact_name	Character * 30	Optional	The last name of the law firm's primary billing contact.	Not imported	N/A
if_billing_contact_fname	Character * 20	Optional	The first name of the law firm's primary billing contact.	Not imported	N/A
if_billing_contact_id	Character * 15	Optional	An 'id' associated with primary billing contact person inside the firm. Firm assigned value.	Not imported	N/A
if_billing_contact_phone	Character * 20	Optional	The phone number of the firm's billing contact.	Not imported	N/A
if_billing_contact_fax	Character * 20	Optional	The fax number of the firm's billing contact.	Not imported	N/A
if_billing_contact_email	Character * 60	Optional	The email address of the firm's billing contact.	Not imported	N/A
source_app	Character * 25	Required	The name of the program used to generate this invoice, e.g. Elite.	Not imported	N/A
app_version	Character * 10	Required	The version of the source_app.	Not imported	N/A
@extend_header	N/A	Optional	Used to do client and/or firm specific extensions to the @firm segment.	Not imported	N/A
<b>Client Segment</b>					
cl_id	Character * 20	Optional	The law firm, client or third party assigned client code.	Required by Corridor; not imported	N/A
cl_lif_id	Character * 20	Optional	An optional field to carry a client's assigned firm id. This allows the firm to 'not' collide their own number.	Not imported	N/A
cl_name	Character * 60	Required	The name of the client.	Not imported	N/A
@cl_address	N/A	Required	Address Structure.	Not imported	N/A
cl_email	Character * 60	Optional	The email address of the client.	Not imported	N/A
cl_contact_name	Character * 30	Optional	Client contact last name.	Not imported	N/A
cl_contact_fname	Character * 20	Optional	Client contact first name.	Not imported	N/A
cl_tax_id	Character * 20	Optional	Client taxpayer-id.	Not imported	N/A
@extend_header	N/A	Optional	Used to do client and/or firm specific extensions to the @client segment.	Not imported	N/A
<b>Invoice Segment</b>					
inv_id	Character * 20	Required	Firm's Invoice #	Invoice.BillingEntityInvoice Number	Base Info>Invoice #
inv_date	YYYYMMDD	Required	Invoice Date	Invoice.OurInvoiceNumber	Base Info>Transaction #
inv_due_date	YYYYMMDD	Optional	The law firm assigned date the invoice is due.	Invoice.InvoiceDate	Base Info>Date
inv_currency	Character * 4	Optional	The currency for this invoice.	Not imported	N/A
				Invoice.Currency_CD	Base Info>Currency
				Firms must use the three-character ISO currency code; user must manually input conversion rate during invoice review	
inv_start_date	YYYYMMDD	Required	The starting date for the billing period.	Invoice.ServiceStartDate	Base Info>Service Start
inv_end_date	YYYYMMDD	Required	The ending date for the billing period.	Invoice.ServiceEndDate	Base Info>Service End
inv_desc	Character * 255	Optional	A descriptive summary of work performed.	Invoice.Comments_ID then to LongComments	Base Info>Comments

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Field	Type	Required/ Optional	Comments	Database	Invoices Module
inv_payment_terms	Character * 5	Optional	Discount applied to the invoice if paid within the stated number of days. E.g. 10/30 would indicate that the firm will accept a 10% discount of total_net_due if paid within 30 days of the invoice date.	Not imported	N/A
inv_generic_discount	float	Optional	Discount given to all charges within the invoice AND not already reflected in the charges below. A value of .10 represents a 10% discount.	Not imported	N/A
inv_total_net_due	Money w/4 decimal precision	Required	The sum of all @Matter.matt_total_due * (1-gen_discount) for this invoice_id.	Invoice-AdjustedNativeAmount and, if inv_currency = Base Info>Adjusted Base	Base Info>Adjusted Billed
@extend_header	N/A	Optional	Used to do client and/or firm specific extensions to the @invoice segment.	Not imported	N/A
<b>Matter Segment</b>					
cl_matter_id	Character * 25	Optional	The client assigned matter id.	Validates against Matter.MatterNumber. Rejects invoice if invalid.	Matter Invoice>Matter
lf_matter_id	Character * 25	Required	The law firm assigned matter code.	Not imported	N/A
matter_name	Character * 50	Required	The descriptive name of the matter, e.g. "Jones v. Davidson", "Jamison Contract Proposal".	Not imported	N/A
matter_desc	Character * 255	Optional	Description of work performed this period.	Not imported	N/A
lf_managing_contact_name	Character * 30	Required	Last name of the individual in the firm with primary responsibility for managing the matter.	Not imported	N/A
lf_managing_contact_fname	Character * 20	Required	First name of the individual in the firm with primary responsibility for managing the matter.	Not imported	N/A
lf_contact_id	Character * 20	Optional	Unique id of the firm managing contact.	Not imported	N/A
lf_contact_phone	Character * 20	Optional	The phone number of the firm managing contact.	Not imported	N/A
lf_contact_email	Character * 60	Optional	The email address of the firm managing contact.	Not imported	N/A
cl_matter_var_1	Character * 50	Optional	Used to pass a client specific value in the core matter segment. This value would expect to be a data attribute of the matter. First of two variables provided.	Not imported	N/A
cl_matter_var_2	Character * 50	Optional	Used to pass a client specific value in the core matter segment. This value would expect to be a data attribute of the matter. Second of two variables provided.	Not imported	N/A
cl_contact_iname	Character * 30	Required	Last name of the individual at the client with primary responsibility for managing the matter.	Not imported	N/A
cl_contact_fname	Character * 20	Required	First name of the individual at the client with primary responsibility for managing the matter.	Not imported	N/A
cl_contact_id	Character * 20	Optional	An id value used to detail an individual within the receiving clients shop.	Not imported	N/A
cl_contact_phone	Character * 20	Optional	The phone number of the client contact.	Not imported	N/A
cl_contact_email	Character * 60	Optional	The fax number of the client contact.	Not imported	N/A
eft_agreement_number	Character * 20	Optional	Id of a previously executed Electronic Funds Transfer agreement.	Not imported	N/A
matter_billing_type	Character * 4	Optional	Code indicating how the matter is billed. Valid values and their descriptions are: "TM" (time & materials) * FF" (flat fee) * CT" (contingency) * FS" (fee sharing) No value defaults to "TM"	Not imported	N/A

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Field	Type	Required/ Optional	Comments	Database	Invoices Module
matter_final_bill	Character * 1	Required	Field used to specify whether this is the final bill for the matter. A null value "" will be treated as "N".	Not imported	N/A
matter_total_detail_fees	Money w/4 decimal precision	Required	Sum of all @Fee_Total_Amounts billed to this matter in this invoice.	Not imported	N/A
matter_total_detail_exp	Money w/4 decimal precision	Required	Sum of all @Expense_Base_Amounts billed to this matter in this invoice.	Not imported	N/A
matter_tax_on_fees	Money w/4 decimal precision	Required	Tax on total_detail_fees.	Not imported	N/A
matter_tax_on_exp	Money w/4 decimal precision	Required	Tax on total_detail_exp.	Not imported	N/A
matter_adj_on_fees	Money w/4 decimal precision	Required	Adjustment to total_detail_fees.	Not imported	N/A
matter_adj_on_exp	Money w/4 decimal precision	Required	Adjustment to total_detail_exp.	Not imported	N/A
matter_perc_shar_fees	Float	Optional	Used for split fee arrangements.	Not imported	N/A
matter_perc_shar_exp	Float	Optional		Not imported	N/A
matter_net_fees	Money w/4 decimal precision	Required	$((\text{total\_detail\_fees} + \text{adj\_on\_fees}) * (\text{perc\_shar\_fees}) + \text{tax\_on\_fees})$	Not imported	N/A
matter_net_exp	Money w/4 decimal precision	Required	$((\text{total\_detail\_exp} + \text{adj\_on\_exp}) * (\text{perc\_shar\_exp}) + \text{tax\_on\_exp})$	Not imported	N/A
matter_total_due	Money w/4 decimal precision	Required	Net_fees + Net_exp	Not imported	N/A
@extend_header	N/A	Optional		Not imported	N/A
<b>Timekeeper Summary Segment</b>					
tk_id	Character * 10	Required		Not imported	N/A
tk_lname	Character * 30	Required		Not imported	N/A
tk_fname	Character * 20	Required		Not imported	N/A
tk_level	Character * 15	Required		Not imported	N/A
tk_rate	Float (12,4)	Required		Not imported	N/A
tk_hours	Float (12,2)	Required		Not imported	N/A
tk_cost	Float (12,4)	Required		Not imported	N/A
@extend_header	N/A	Optional		Not imported	N/A
<b>Fee Segment</b>					
charge_date	YYYYMMDD	Required	Date the service was performed.	InvoiceDetail.LineItemDate	Invoice Detail>Line Item Date
tk_id	Character * 10	Required	Unique ID for the timekeeper.	InvoiceDetail.Professional_LEID Validates against Person.AdministrationNumber. <b>NOTE: Timekeeper must have an employment record for the vendor in eCounsel.</b>	Invoice Detail>Professional
charge_desc	Character * 255	Required	Narrative description of service provided.	InvoiceDetail.Comments_ID	Invoice Detail>Comments
acca_task	Character * 4	Optional	Task code for this line item. E.g. "L110". Only one code per line item.	InvoiceDetail.Task_ID	Invoice Detail>Task
acca_activity	Character * 4	Optional	Activity code for this line item. E.g. "A101". Only one code per line item.	InvoiceDetail.Activity_CD	Invoice Detail>Activity Type
c_code_1	Character * 10	Optional	Optional client code for this line item.	Not imported	N/A
c_code_2	Character * 10	Optional	Optional client code for this line item.	Not imported	N/A

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Field	Type	Required/ Optional	Comments	Database	Invoices Module
charge_type units	Character * 10 Float (4.2)	Required Required	U = Unit Price, F = Fixed Charge. Hours billed to this line item. E.g. "3.4" (Use "0.0" for fixed charge).	Not imported InvoiceDetail.HoursOrUnits	N/A Invoice Detail>Hours/Units
rate	Float (10.4)	Required	The timekeeper rate for this line item. E.g. "120.00" (Use "0.0" for fixed charge).	InvoiceDetail.Rate	Invoice Detail>Rate
base_amount	Float (12.4)	Required	If charge_type is "U", then base_amount = units * rate. If charge_type is "F", then base_amount is a fixed amount. E.g. "300.00".	InvoiceDetail.OriginalAmount	Invoice Detail>Total Billed
discount_type	Character * 8	Optional	Percent or Flat.	Not imported	N/A
discount_amount	Float (12.4)	Optional	A dollar amount the charge is being discounted. E.G. "150.00" reflects a \$150 discount.	InvoiceDetail.DiscountAmount (always imported as a negative number)	Invoice Detail>Total Discounts Billed
discount_percent	Float (8.4)	Optional	A percentage number expressing the percent discount provided to this charge. E.G. '.15' would reflect a 15% discount to the charge.	Not imported	N/A
total_amount	Float (12.4)	Required	If discount_type is null, then total_amount = base_amount. If discount_type = "Percent", then total_amount = base_amount * (1 - discount_percent). If discount_type = "Flat", then total_amount = base_amount - discount_amount.	InvoiceDetail.AdjustedInvoicedAmount and, if inv_currency = base currency, then also InvoiceDetail.LineItemAmount	Invoice Detail>Total Pre-tax Billed Invoice Detail>Adjusted Base
tax_rate	Float	Optional	Percentage tax rate against charge. No value defaults to 0.00 which represents "not taxed". 7.25% tax rate would be represented as ".0725".	For each unique tax_rate value from Fee and Expense segments for each matter in the invoice, create one MatterInvoiceTaxSummary record	Matter Tax Detail>Tax Rate
tax_on_charge	Float	Optional	Result of applying tax_rate against total_amount. No value defaults to 0.00 which represents "not taxed".	If tax_on_charge is not NULL and not equal to 0.00, then create an InvoiceDetailTaxable record for the line item and set Vendor Tax ID with value from if_tax_id	Invoice Detail>Tax Info>Vendor Tax ID
@extend_header	N/A	Optional	Used to do client and/or firm specific extensions to the @FEE segment.	Not imported	N/A
<b>Expense Segment</b>					
charge_date	YYYYMMDD	Optional	Date service was performed.	InvoiceDetail.LineItemDate	Invoice Detail>Line Item Date
tk_id	Character * 10	Optional	Unique ID for the timekeeper.	InvoiceDetail.Professional_LEID	Invoice Detail>Professional
charge_desc	Character * 255	Required	Narrative description of the expense charged by this line item.	InvoiceDetail.Comments_ID	Invoice Detail>Comments
acca_task	Character * 4	Optional	Task code for this line item. E.g. "L110". Only one code per line item.	Not imported	Invoice Detail>Task
acca_expense	Character * 4	Optional	Expense code for this line item. E.g. "E101". Only one code per line item.	InvoiceDetail.Expense_CD	Invoice Detail>Activity Type
cL_code_1	Character * 10	Optional	Optional client code for this line item.	Not imported	N/A
cL_code_2	Character * 10	Optional	Optional client code for this line item.	Not imported	N/A
charge_type units	Character * 1 Float (4.2)	Required Required	"U" unit price, "F" fixed charge. Quantity units billed to this line item. (Use "0.0" for fixed charge.)	Not imported InvoiceDetail.HoursOrUnits	N/A Invoice Detail>Hours/Units
rate	Float (10.4)	Required	Rate for this line item. (Use "0.0" for fixed charge.)	InvoiceDetail.Rate	Invoice Detail>Rate
base_amount	Float (12.4)	Required	If charge_type is "U", then base_amount = units * rate. If charge_type is "F", then base_amount is a fixed amount. E.g. "300.00".	InvoiceDetail.OriginalAmount	Invoice Detail>Total Billed

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Field	Type	Required/ Optional	Comments	Database	Invoices Module
discount_type	Character * 8	Optional	Type of discount, if any, applied to the base_amount. Valid values are "Percent" and "Flat"	Not imported	N/A
discount_amount	Float (12.4)	Optional	A dollar amount the charge is being discounted. E.G. "150.00" reflects a \$150 discount.	InvoiceDetail.AdjustmentAmount (always imported as a negative number)	Invoice Detail>Total Discounts Billed
discount_percent	Float (8.4)	Optional	A percentage number expressing the percent discount provided to this charge. E.G. ".15" would reflect a 15% discount to the charge.	Not imported	N/A
total_amount	Float (12.4)	Required	If discount_type is null, then total_amount = base_amount. If discount_type = "Percent", then total_amount = base_amount * (1 - discount_percent). If discount_type = "Flat", then total amount = base_amount - discount_amount	InvoiceDetail.AdjustedNativeAmount and, if inv_currency = base currency, then also InvoiceDetail.LineItemAmount	Invoice Detail>Total Pre-tax Billed Invoice Detail>Adjusted Base
tax_rate	Float	Optional	Percentage tax rate against charge. No value defaults to 0.00 which represents 'not taxed'. 7.25% tax rate would be represented as ".0725"	For each unique tax_rate value from Fee and Expense segments for each matter in the invoice, create one MatterInvoiceTaxSummary record	Matter Tax Detail>Tax Rate
tax_on_charge	Float	Optional	Result of applying tax_rate against total_amount. total_amount*tax_rate. No value defaults to 0.00 which represents 'not taxed'. A charge with a 'total_amount' of 200.00 with 'tax_rate' of .075 would have a value for tax_on_charge of 15.00.	If tax_on_charge is not NULL and not equal to 0.00, then create an InvoiceDetailTaxable record for the line item and set Vendor Tax ID with value from If_tax_id	Invoice Detail>Tax Info>Vendor Tax ID
@extend_header	N/A	Optional	Used to do client and/or firm specific extensions to the @EXPENSE segment.	Not imported	N/A

## eCounsel to LEDES Mapping

The following table shows each field in the eCounsel Invoices module and how it correlates to the LEDES invoice file:

eCounsel Field	LEDES 1998B/1998BI	LEDES 2000	Comment
<b>Invoices Base Info Tab</b>			
Vendor	LAW_FIRM_ID	<lf_tax_id>	LEDES; must correspond to Entity.FederalNumber (Tax ID) of vendor
		If_id	LEDES; must correspond to Entity Number of vendor; used only if eCounsel finds more than one entity record with the same Tax ID number in eCounsel
Remit to	Not in LEDES file	Not in LEDES file	N/A
Purchase Order #	Not in LEDES file (1998B); PO_NUMBER (1998BI)	Not in LEDES file	For LEDES 1998BI, one purchase order number per invoice requires one matter per invoice
Transaction #	INVOICE_NUMBER	<inv_id>	LEDES
Invoice #	INVOICE_NUMBER	<inv_id>	LEDES
Date	INVOICE_DATE	<inv_date>	LEDES
Service Start	BILLING_START_DATE	<inv_start_date>	LEDES
Service End	BILLING_END_DATE	<inv_end_date>	LEDES
Received	Not in LEDES file	Not in LEDES file	Date of import
Hold Date	Not in LEDES file	Not in LEDES file	N/A
Payment Date	Not in LEDES file	Not in LEDES file	N/A
Payment Amount	Not in LEDES file	Not in LEDES file	N/A
Payment Method	Not in LEDES file	Not in LEDES file	N/A
Check Number	Not in LEDES file	Not in LEDES file	N/A
Currency	Not in LEDES file (1998B); INVOICE_CURRENCY (1998BI)	<inv_currency>	LEDES 1998B does not support foreign currency, so the currency will default to the base currency set in Suite Manager; for LEDES 1998BI and 2000, if the file contains the currency code, the import program will search for the correct eCounsel currency code; otherwise, the currency will default to the base currency
Conversion Rate	Not in LEDES file	Not in LEDES file	Set to "0" on import
Total Billed	Not imported	Not imported	Calculated based on sum of Total Billed for each matter
Total Discounts Billed	Not in LEDES file	Not in LEDES file	Calculated based on sum of Total Discounts Billed for each matter
Total Adjustments Billed	Not in LEDES file	Not in LEDES file	N/A
Adjusted Pre-tax Billed	Not in LEDES file (1998B); INVOICE_NET_TOTAL (1998BI)	<inv_total_net_due>	For LEDES 1998B, calculated based on sum of Adjusted Pre-tax Billed for each matter

eCounsel Field	LEDES 1998B/1998BI	LEDES 2000	Comment
Total Tax Billed	Not in LEDES file	Not in LEDES file	For LEDES 1998BI and 2000, calculated based on sum of Total Tax Billed for each matter
Adjusted Billed	Not in LEDES file	Not in LEDES file	Calculated based on sum of Adjusted Billed for each matter
Adjusted Base	Not in LEDES file	Not in LEDES file	Calculated when conversion rate is entered
Internal	Not in LEDES file	Not in LEDES file	N/A
Status	Not in LEDES file	Not in LEDES file	Set to “Imported” by the import process
Comments	INVOICE_DESCRIPTION	<inv_desc>	LEDES
<b>Matter Tab</b>			
Matter	CLIENT_MATTER_ID	<cl_matter_id>	LEDES; must correspond to matter number (preferably where vendor is a player); vendor is not required to be a player for matter number to validate; only checks if matter number exists in eCounsel
Currency	Not in LEDES file	Not in LEDES file	N/A
Total Billed	Not in LEDES file	Not in LEDES file	Calculated based on sum of Total Billed for each line item
Total Discounts Billed	Not in LEDES file	Not in LEDES file	Calculated based on sum of Total Discounts Billed for each line item
Total Adjustments Billed	Not in LEDES file	Not in LEDES file	Calculated based on sum of Total Adjustments Billed for each line item
Adjusted Pre-tax Billed	Not in LEDES file	Not in LEDES file	Calculated based on sum of Adjusted Pre-tax Billed for each line item
Total Tax Billed	Not in LEDES file	Not in LEDES file	For LEDES 1998BI and 2000, calculated based on sum of Total Tax Fees and Total Tax Expenses for each matter tax line item
Adjusted Billed	Not in LEDES file	Not in LEDES file	Calculated based on Adjusted Pre-Tax Billed minus Total Tax Billed for the matter
Adjusted Base	Not in LEDES file	Not in LEDES file	Calculated based on the product of Adjusted Billed and Conversion Rate (on <b>Base Info</b> )
<b>Invoice Detail</b>			
Professional	TIMEKEEPER_ID	<tk_id>	LEDES; must be an employee of the vendor in eCounsel
Vendor	Not in LEDES file	Not in LEDES file	Derived from Invoices <b>Base Info</b> vendor
Line Item Date	LINE_ITEM_DATE	<charge_date>	LEDES
Cost Type	EXP/FEE/INV_ADJ_TYPE (F, E, IF, or IE)		LEDES
Phase	Not in LEDES file	Not in LEDES file	Derived from LINE_ITEM_TASK_CODE or <acca_task>, respectively
Task	LINE_ITEM_TASK_CODE	<acca_task>	LEDES; requires Phases/Tasks be setup properly

eCounsel Field	LEDES 1998B/1998BI	LEDES 2000	Comment
Activity Type	LINE_ITEM_ACTIVITY_CODE	<acca_activity>	LEDES
Expense Type	LINE_ITEM_EXPENSE_CODE	<acca_expense>	LEDES
Hours/Units	LINE_ITEM_NUMBER_OF_UNITS	<units>	LEDES
Rate	LINE_ITEM_UNIT_COST	<rate>	LEDES
Adjustment Type	Not in LEDES file	Not in LEDES file	N/A
Adjustment Date	Not in LEDES file	Not in LEDES file	N/A
Total Billed	Not in LEDES file	<base_amount>	For LEDES 1998B and 1998BI, calculated based on Hours/Units times Rate in billed currency
Total Adjustments Billed	Not in LEDES file	Not in LEDES file	N/A
Total Discounts Billed	LINE_ITEM_ADJUSTMENT_AMOUNT	<discount_amount>	LEDES
Adjusted Pre-tax Billed	LINE_ITEM_TOTAL	<total_amount>	LEDES
Adjusted Base	Not in LEDES file	Not in LEDES file	Calculated from the product of Adjusted Pre-tax Billed and Conversion Rate (on <b>Base Info</b> )
Taxable	Not in LEDES file	Not in LEDES file	N/A
Comments	LINE_ITEM_DESCRIPTION	<charge_desc>	LEDES
<b>Matter Tax Detail (does not apply for LEDES 1998B)</b>			
Vendor Tax ID	Not in LEDES file	Not in LEDES file	If LINE_ITEM_TAX_TOTAL is not NULL or <tax_on_charge> is not NULL and not equal to 0.00, then create an InvoiceDetailTaxable record for the line item and set Vendor Tax ID with value from LAW_FIRM_ID or <f_tax_id>
Tax Type	LINE_ITEM_TAX_TYPE	Not in LEDES file	LEDES
Tax Rate	LINE_ITEM_TAX_RATE	<tax_rate>	For LEDES 1998BI, one record is created for each row where LawFirm_ID, Line_Item_Tax_Rate, and Line_Item_Tax_Type are the same; for LEDES 2000, one record is created for each unique <tax_rate> value for fees and expenses
Tax Country	Not in LEDES file	Not in LEDES file	N/A
Tax Locality	Not in LEDES file	Not in LEDES file	N/A
Taxable Billed Fees	LINE_ITEM_TOTAL	<total_amount>	Calculated based on the sum of all fees in the LEDES file
Total Tax Fees	LINE_ITEM_TAX_TOTAL	<tax_on_charge>	Calculated based on the sum of taxes on all fees in the LEDES file
Taxable Billed Expenses	LINE_ITEM_TOTAL	<total_amount>	Calculated based on the sum of all expenses in the LEDES file
Total Tax Expenses	LINE_ITEM_TAX_TOTAL	<tax_on_charge>	Calculated based on the sum of taxes on all expenses in the LEDES file



# Configuring Smart Invoice

Smart Invoice is Bridgeway's electronic invoicing product that automates the receipt, approval, and payment of legal expenses, integrating fully with the eCounsel matter management system.

## Overview

Configuring Bridgeway Suite to use Smart Invoice is a multi-step process.

### To Configure Smart Invoice:

1. Configure Web eInvoicing (see below).
2. Install and configure the Smart Invoice Web task (see page 30). The Smart Invoice Web task allows you to import invoices received electronically via the Corridor Website. See "Scheduling a Task" on page 27.
3. Configure the Approver E-mail Notification task (see page 31). The Approver E-mail Notification task sends e-mail messages to all invoice approvers who have items pending in their *Invoices Awaiting My Approval* list.
4. Configure the Invoice Routing task (see page 31). The Invoice Routing task provides routing of invoices to approvers in sequential order.
5. Import any invoice audit rules (see page 33) and configure notifications.
6. Set up Web eInvoicing vendors (see page 41).
7. In eCounsel, import invoices (see page 53) or manually add invoices (see page 57).

## Configuring System Settings

### Configuring Web eInvoicing

Web eInvoicing via Corridor allows for automatic import of invoices via Bridgeway's Corridor Website. The Corridor Website is a Bridgeway hosted secure Website allowing vendors/law firms to submit standard LEDES 1998B, 1998BI, or 2000 format invoices electronically. The Website also allows vendors/law firms to check the status of the submitted invoices and upload timekeepers on invoices for acceptance/rejection with your company. The Smart Invoice Web task must be installed and configured before configuring Web eInvoicing.

### To Enable Smart Invoice Web eInvoicing:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click on the  **System Settings** component in the **System Configuration** area.
3. On the **System Settings** window, click on the **eCounsel** tab, then click on the **Invoice Integration Settings**.
4. In the **Invoice Integration Settings**, select *Corridor Settings* from the Invoice Integration menu.
5. Type the Service GUID number and Service Key ID number in the appropriate fields.

Suite Manager ? [ ] [ X ]

Home » System Settings x

Mitratesh Suite eCounsel Secretariat

### eCounsel System Settings

- Home Page Message
- General
- Matter Number Generation
- Invoice Integration Settings
- Invoice Settings

Invoice Integration Setting

Invoice Integration:

Corridor Service IDs

Service GUID:

Service Key ID:

Activate Corridor Integration

(The Smart Invoice Web Task must be enabled in Scheduler to complete the activation of this feature.)

Corridor Settings

Website URL:

Configure matter synchronization with vendors

Add  days to matter player end date for synchronization with vendors.

Add  days to matter close date for synchronization with vendors.

Notification

SMTP Server:

Notification Sender Address:

Admin Address:

Attachments

Allow Attachments:

Attachments Location:

Vendors currently configured (see Entity | Billing Info):  
This list may include vendors that are not yet activated within the Corridor website.

Vendor Name	Tax ID
VQA1064	VQA1064
VQA1064_R	VQA1064_R
UMTQA1002	VQA1064_1002

Task

SYSTEM Version 8.11.0.3814 MITRATECH

6. Click the *Activate Corridor Integration* checkbox, then click **Configure Corridor Service**.

Corridor® Configuration

Enter the information below to activate the Corridor link for your company.

Company Name: ABC Corporation

Admin E-mail Address: admin@abc.com

Tax ID/User Name: 1-123456

The Company Name is the name of your company.

The Admin E-mail Address will serve as a general email address for the Administrator's login account in Corridor web. The Administrator login for Corridor web is not a personalized account.

Your company's Tax ID will serve as the Administrator's temporary User Name for the first time login to Corridor web and is required to proceed.

Connect to Corridor Close

7. On the **Corridor Configuration** dialog box, type the name of your company, the e-mail address that will receive administrative e-mails, and the tax identifier that will be used as a login name the first time you access Corridor. Click **Connect to Corridor**. Information for logging in to Corridor the first time will display on the dialog box. Click **Print Login Information**, then click **Close**.
8. In the *Configure matter synchronization with vendors* area, type the number of days after a vendor or a player on a matter is de-activated that the matter will remain in Corridor to be selected for manual submission of an invoice via Corridor. Optionally, type the number of days after a matter is closed with a close date that a vendor can select the matter for manual submission of an invoice via Corridor. The default value for both fields is 0 days, meaning that the vendor can no longer select the matter after the vendor or a player is end dated or the matter is closed.
  - i** Note that this feature in Corridor requires the Corridor Vendor Matters task be installed (available in eCounsel 8.11.0 Service Pack 10). See “Configuring the Corridor Vendor Matters Task” on page 33.
9. In the *Notification* area, type the e-mail address that will receive any correspondence that pertains to your electronic invoicing account in the Notification Sender Address text box. It also will be used as the return address for any rejected electronic invoices.

Type the account that will receive notification of all activity on the electronic invoicing account in the Admin Address text box.
10. In the *Attachments* area, click on the *Allow Attachments* checkbox to accept attachments to imported LEDES-formatted invoices as long as the filename conforms to a specific format. The naming convention for attachments is a tilde, the invoice number, tilde, filename (for example, **~98765~SD1100.jpg**). *eCounsel will accept all file formats for attachments.*

If documents are not stored in the database, type the full directory path in the Attachments Location text box.

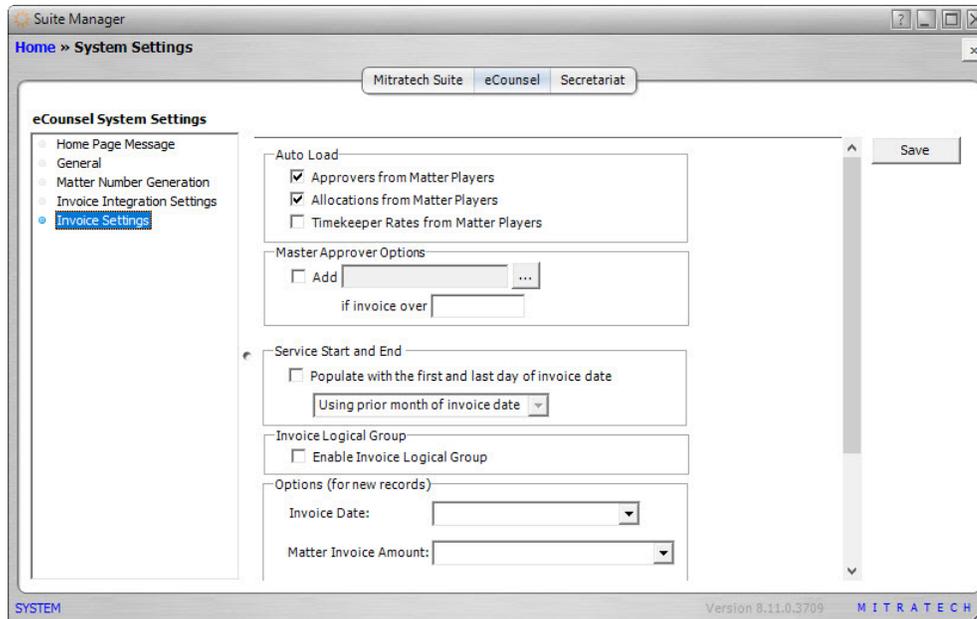
  - i** You may need to add *Attached* as a lookup code to the Document Types category before importing an attachment.
11. Beginning with eCounsel 8.11.0 Service Pack 12, a new field is available to *Enable Debug Logging*. This checkbox can be checked to add additional information in the log files concerning timekeeper acceptance/rejection being synchronized with the Corridor vendor that submitted the timekeeper.
12. Click **Save**.
  - i** In eCounsel, configure a vendor to be authorized to send electronic invoices on the **Billing Info** tab of a vendor’s entity record. The vendor then will display in the Vendors currently configured table at the bottom of the window.

## Configuring Invoice Settings

Within the Invoices module of eCounsel, you can select options that control settings of the invoices.

### To Configure Invoices:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click on the  **System Settings** component in the **System Configuration** area.
3. On the **System Settings** window, click on the **eCounsel** tab.
4. On the **eCounsel** tab, click on **Invoice Settings**.



The screenshot shows the 'eCounsel System Settings' window with the 'Invoice Settings' tab selected. The settings are organized into several sections:

- Auto Load:** Contains three checkboxes: 'Approvers from Matter Players' (checked), 'Allocations from Matter Players' (checked), and 'Timekeeper Rates from Matter Players' (unchecked).
- Master Approver Options:** Includes an 'Add' checkbox and a text input field for 'if invoice over'.
- Service Start and End:** Features a checkbox 'Populate with the first and last day of invoice date' and a dropdown menu currently set to 'Using prior month of invoice date'.
- Invoice Logical Group:** Contains a checkbox 'Enable Invoice Logical Group'.
- Options (for new records):** Includes two dropdown menus: 'Invoice Date:' and 'Matter Invoice Amount:'.

The window title bar reads 'Suite Manager' and the breadcrumb is 'Home » System Settings'. The status bar at the bottom indicates 'Version 8.11.0.3709' and 'MITRATECH'.

5. In Invoice Settings, select one or more of the following options:
    - Click on the *Auto load Approvers from Matter Players* checkbox to indicate that players that have been identified for a matter automatically will be included as approvers for the invoice.
    - Click on the *Auto load Allocations from Matter Players* checkbox to indicate that the invoice approval information for players that have been identified for a matter automatically will be used.
    - Click on the *Timekeeper Rates from Matter Players* checkbox to indicate that the rates for a timekeeper should be compared against the rate for the corresponding matter player.
    - Click on the *Add* checkbox to indicate the selected person can approve the invoice if the invoice has not been approved within the specified number of days.
    - Click on the *Populate with the first and last day of invoice date* checkbox to indicate the start and end dates of work billed in the invoice will default to either the month prior to the invoice date or the same month as the invoice date.
    - Click on the *Enable Invoice Logical Group* checkbox to activate a logical group for invoicing. This setting restricts invoices from a certain user based on the matters to which the user is associated (i.e., a user cannot view an invoice that is for a matter for which the user does not have logical group access). If the invoice is split between matters and the user has access to one of the matters, the user can view the invoice but not the restricted matter name(s).
- i** Invoices that have a portion allocated to a private matter will display “Restricted Data” in areas that pertain to the private matter. All other matter information will display.

**!** If a user who does not have access to a matter is explicitly assigned to approve an invoice for that matter, the Approver E-mail Notification task will send the user an e-mail from which he/she can access and approve the invoice. However, the invoice will display “Restricted Data” in areas that pertain to the matter.

- Make selections for defaults for new invoices as needed.

6. Click **Save**.

## Enabling Import of LEDES Files

Importing LEDES files manually requires that a license key be entered in Suite Manager.

### To Enable Manual LEDES Imports:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click on the  **System Settings** component in the **System Configuration** area.
3. On the **System Settings** window, click on the **eCounsel** tab.
4. On the **eCounsel** tab, click on **Invoice Settings**.
5. In **Invoice Settings**, type the code to allow manual LEDES file imports in the License Key text box.



6. Click **Save**.

## Configuring Tasks

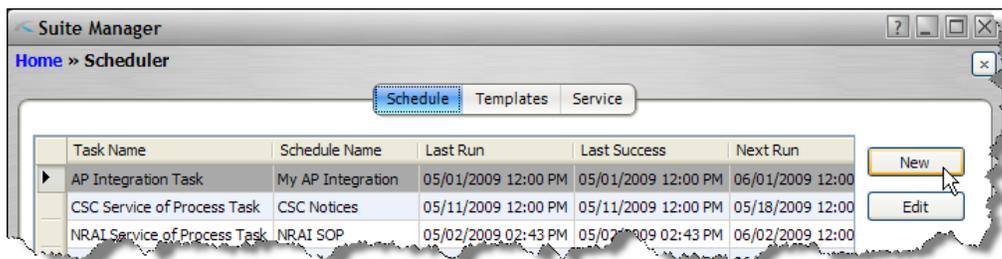
Each of the tasks that are part of Smart Invoice must be scheduled so that the task runs at a client-specified time.

### Scheduling a Task

The **Scheduler** component has several options for automating tasks at time intervals specified by the System Administrator. To run a task outside of its schedule, delete the task, edit the schedule, or edit any parameters, click the task name on the **Schedule** tab of the **Scheduler** window and click the appropriate button.

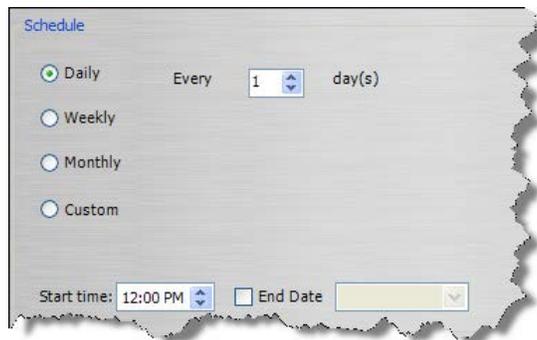
### To Schedule a Task:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click on the  **Scheduler** component in the **Tools & Utilities** area.
3. On the **Scheduler** window, click **New**.



4. On the **Schedule Information** dialog box, select the name of the appropriate task from the Scheduler dropdown field.
5. Type a description for the schedule in the text box.

6. Select the appropriate radio option button in the *Schedule* area. Tasks may be scheduled as follows:
  - Daily – Specify the time each day the task should be run and if any days should be skipped in between runs (for example, setting the field to 2 day(s) at 1:00 AM would mean that the task would be run every other day at 1:00 a.m.).



- Weekly – Specify the day(s) of the week on which the task should be run (for example, selecting the Monday, Wednesday, and Friday checkboxes would mean that the task would be run on those days at the time specified).



- Monthly – Specify the day (such as 15 for the 15<sup>th</sup> of each month) of the month to run the task or specify the time of the month (such as the first Sunday of each month) to run the task at the time specified.



- Custom (Advanced) – See below.
7. Click on the *End Date* checkbox and select a date for which the schedule will be terminated for the task.
  8. Enter any parameters for the task as needed.
  9. Click **Save and Close**.

## To Schedule a Task Using Custom Time Parameters:

1. Follow Steps 1-5 above.
2. Select the *Custom* radio option button.

The screenshot shows a 'Schedule' dialog box with the following fields and options:

- Run every:**
  - Daily: 0 Minutes
  - Weekly: 12 Hours
  - Monthly: 1 Day of month or ? Day of week
  - Monthly: \* Months
  - Custom: Expression: 0 0 12 1 \* ?
- End Date: [dropdown menu]

**i** The string in the Expression text box is a `cron` (command run on) statement used to schedule the task. Suite Manager will build a statement for you according to the values in the text boxes as described below.

**!** Editing the value in the Expression text box is advanced functionality and should only be performed by an administrator who is knowledgeable concerning valid `cron` statements.

3. In the *Schedule* area, specify the following:
  - the number of minutes between runs. Valid entries are 0-59 (and the , - \* / special characters). For example, entering “30” means that the task will execute every 30 minutes.
  - the number of hours between runs. Valid entries are 0-23 (and the , - \* / special characters). For example, entering “2” means that the task will execute every 2 hours.
  - the number of the day-of-the month for execution. Valid entries are 1-31 (and the , - \* / ? L W special characters). For example, entering “15” means the task will execute on the 15<sup>th</sup> of every month.
  - the number of the day of the week on which the task will run. Valid entries are 1-7 or SUN-SAT (and the , - \* ? / L # special characters). For example, entering FRI means that the task will execute every Friday.
  - the number of month for execution. Valid entries include 1-12 or JAN-DEC (and the , - \* ? / L # special characters). For example, entering “3” means the task will execute in March.

where special characters are defined as follows:

- \* used to specify all values. For example, an asterisk in the minute field means every minute.
- ? Specifies no value (day-of-month and day-of-week only). For example, a question mark in the day-of-month text box and a “3” in the day-of-week text box indicates the task will execute every Tuesday regardless of the day of the month.
- Specifies a range of values. For example, entering “10-12” in the Hours text box means the task will execute at 10 p.m., 11 p.m., and 12 p.m.
- , Specifies additional values. For example, entering “MON,WED,FRI” in the day-of-week field means the task will execute on Monday, Wednesday, and Friday.
- / Specifies increments. For example, entering “0/15” in the Minutes text box means the task will execute every 15 minutes starting at 0 minutes (0, 15, 30, 45). Entering “5/15” in the Minutes text box means the task will execute every 15 minutes starting at 5 minutes (5, 20, 35, 50).
- L Specifies the last day-of-month or day-of-week.

- W Specifies the weekday (Monday-Friday) closest to the given day. For example, entering “15W” means that the task will execute on the weekday closest to the 15<sup>th</sup> of the month (if the 15<sup>th</sup> falls on a Sunday for a month, the task will execute on Monday the 16<sup>th</sup>).
- # Specifies the nth X day of the month. For example, entering “6#3” in the day-of week text box means the third Friday of the month (day 6 = Friday and “#3” = the 3<sup>rd</sup> one of the month).

**i** Combinations of the various components may be configured. For example, entering 30 minutes and 1 hour means that the task will execute every 1.5 hours. Or, entering “LW” for the day-of-month translates to “last weekday of the month.”

4. Click on the *End Date* checkbox and select a date for which the schedule will be terminated for the task.
5. Enter any parameters for the task as needed.
6. Click **Save and Close**.

## Configuring the Smart Invoice Web Task

The Smart Invoice Web task provides import of invoices received electronically via the Corridor Website from specified vendors in a LEDES 1998B, 1998BI, or 2000 file format. No additional software is required for the vendor/law firm as long as they can provide an electronic invoice in the LEDES 1998B, 1998BI, or 2000 file format.

If your vendors/law firms are using Bridgeway’s Corridor Website to submit invoices electronically, the vendors/law firms have the ability to check the status of those submitted invoices using Corridor. The Corridor Website is updated automatically with the invoice status when the status of an invoice changes in eCounsel and the Smart Invoice Web task is run.

**i** Only invoices that were submitted via Corridor will be updated with the invoice status.

This task includes parameters to specify that when an invoice is rejected manually (i.e., in eCounsel), a notification e-mail will be sent by eCounsel to the vendor/law firm to all notification e-mail addresses on the **Billing Info** tab for the entity.

**!** Before setting up the Smart Invoice Web task feature, make sure that the following requirements have been met:

- The server has HyperText Transfer Protocol (HTTP) and secure HTTPS access to Bridgeway’s Corridor Website.
- You have obtained a GUID number and Service Key ID number from Bridgeway Software’s Implementation Services Group. ***This information must be entered in Suite Manager before doing anything else.***
- Your company’s tax ID number and that of each authorized vendor has been entered on the **Base Info** tab of its entity record.
- The Smart Invoice Web task must be installed in the **Scheduler** component.

### To Configure Task Parameters:

1. On the **Scheduler** window, click **New**.
2. On the **Schedule Information** dialog box, select the *Smart Invoice Web Task* from the Scheduler dropdown field.
3. In the *Schedule* area, create a schedule for the task using the information in “Scheduling a Task” on page 27.
4. On the **Scheduler** window, click on the scheduled task and click **Edit**.
5. In the *Parameters* area on the **Schedule Information** dialog box, select *Yes* to send a notification e-mail to vendors/law firms upon manual rejection of an invoice. If you selected *Yes*, change the subject text for the e-mail if desired.

- i** E-mail notifications of manual rejection of an invoice are sent to the notification e-mail address(es) as specified on the **Billing Info** tab of the vendor/law firm entity in eCounsel.

Parameters:

\* Indicates a required field

E-mail Rejections to Vendors? Yes

Rejection Notification E-mail Subject : eCounsel Invoice Rejection Notification

- Click **Save** and **Close**.

## Configuring the Approver E-mail Notification Task

The Approver E-mail Notification task can be installed to send an e-mail to invoice approvers listing the invoices awaiting their approval. The e-mail will be sent to the address(es) that have the *Is Primary* checkbox selected on the person's **Contact Info** tab.

- i** It is recommended that the Invoice Routing task be used in conjunction with the Approver E-mail Notification task.
- !** If invoice logical group is enabled and a user who does not have access to a matter is explicitly assigned to approve an invoice for that matter, the Approver E-mail Notification task will send the user an e-mail from which he/she can access and approve the invoice. However, the invoice will display “Restricted Data” in areas that pertain to the matter.

After configuring the task in the Scheduler component, you can enable alerts using the Rules Engine component and specify the e-mail address from which to send the alerts. E-mails sent to approvers will have a link to the **Invoices Summary** page and list the individual invoices with a link to each. Clicking a link opens the corresponding page in eCounsel.

### To Configure Task Parameters:

- On the **Scheduler** window, click **New**.
- On the **Schedule Information** dialog box, select the *Approver E-mail Notification Task* from the Scheduler dropdown field.
- In the *Schedule* area, create a schedule for the task using the information in “Scheduling a Task” on page 27.
- In the *Parameters* area on the **Schedule Information** dialog box, enter the application URL (such as <http://<ServerName>:<Port>/<Context>>, where *<ServerName>* is the name of the server hosting the Bridgeway Suite application, *<Port>* is the number of the port used to connect to the server, and *<Context>* is the context name for Bridgeway Suite).

Parameters:

\* Indicates a required field

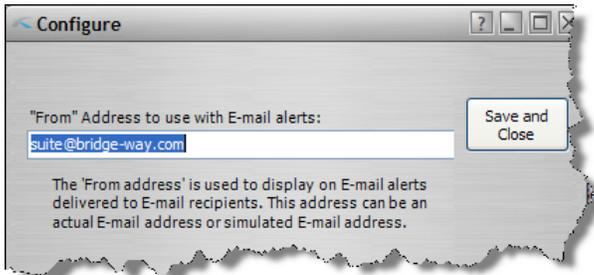
Base URL for email links <http://server:8080/suite8>

- Click **Save** and **Close**.
- Click  **Close** on the **Scheduler** window.

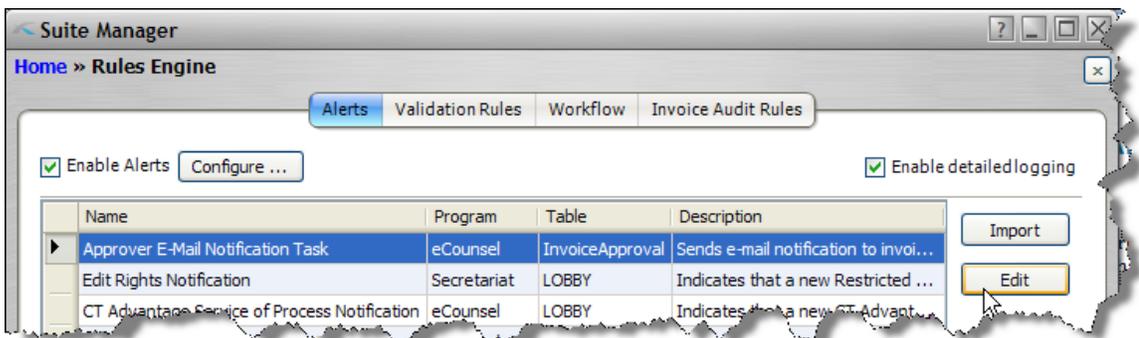
### To Enable Alerts for this Task:

- On the **Suite Manager** control panel, click on the **Rules Engine** component in the **Tools & Utilities** area.

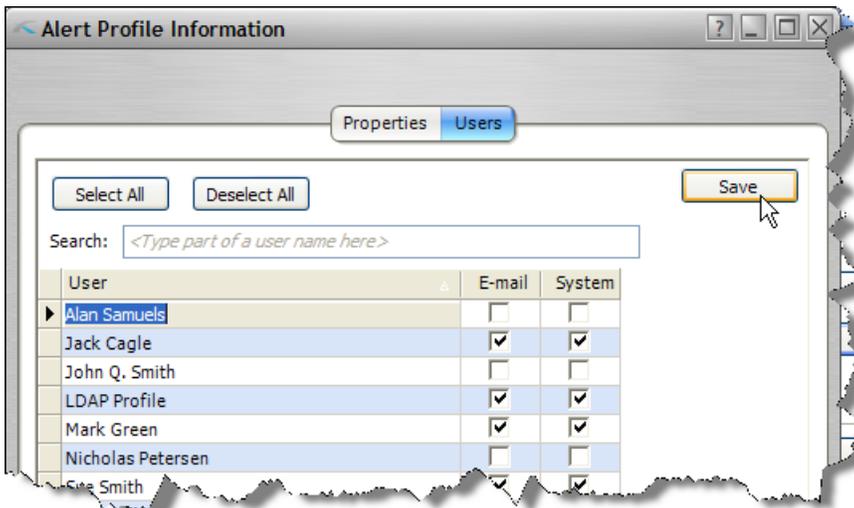
- On the **Alerts** tab of the **Rules Engine** window, click on the **Configure** button (if the “from” address for e-mail alerts has not been configured previously). On the **Configure** dialog box, type the e-mail address from which alerts will be sent, then click **Save and Close**.



- Click on the Approver E-mail Notification Task alert.
- Click the **Edit** button.



- On the **Alert Profile Information** dialog box, click on the **Users** tab.
- Click on the *E-mail* checkbox next to a user name if a user does **not** want to receive e-mail notifications.
- Click on the *System* checkbox next to a user name to indicate that notifications will **not** be made by an alert in a widget on the user’s home page.



**!** Note that this alert works the opposite of most alerts. Checking the box causes the notification to **not** be sent.

- Click **Save**.

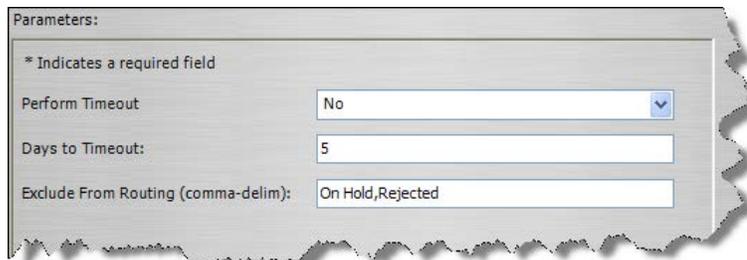
## Configuring the Invoice Routing Task

Install the Invoice Routing task to provide routing of invoices to approvers in sequential order and, optionally, to require approval of an invoice within a specified number of days. When this feature is activated, invoices will display on the user's home page in the *Invoices Awaiting My Approval* widget. If the invoice is not approved within the specified time, the invoice will be passed to the next approver, the invoice entry will no longer display on the user's home page, and "Yes" will be placed in the Timed Out field on the **Invoice Approval** tab on the **Matter** tab of the invoice.

Configuration of this task includes a parameter that allows you to specify in a comma-delimited list the invoice statuses for invoices you do not want routed by this task. For example, specifying "On Hold,Paid" as a value for the parameter would exclude any invoices with a status of On Hold or Paid from being routed for approval.

### To Configure Task Parameters:

1. On the **Scheduler** window, click **New**.
2. On the **Schedule Information** dialog box, select the *Invoice Routing Task* from the Scheduler dropdown field.
3. In the *Schedule* area, create a schedule for the task using the information in "Scheduling a Task" on page 27.
4. In the *Parameters* area on the **Schedule Information** dialog box, select *Yes* to configure the task to timeout, then type the number of days for the timeout if an approver has not approved an invoice within the specified amount of days.



5. Type a list of invoice statuses (delimited with a comma) that you want excluded from being routed. For example, specifying "On Hold,Paid" as a value for the parameter would exclude any invoices with a status of On Hold or Paid from being routed for approval.
6. Click **Save** and **Close**.

## Configuring the Corridor Vendor Matters Task

Install the Corridor Vendor Matters task to allow vendors/law firms to select matters when submitting a manually created invoice via the Corridor Website. Only those matters for which the vendor is a player on the matter (any role) will be available to the vendor. In addition, matters with a close date will not synchronize with the vendor's Corridor Website. If you have set the *Configure matter synchronization with vendors* parameter for matters, closed matters will synchronize for the number of days specified after the matter is closed.

### To Configure Task Parameters:

1. On the **Scheduler** window, click **New**.
2. On the **Schedule Information** dialog box, select *Corridor Vendor Matters* from the Scheduler dropdown field.
3. In the *Schedule* area, create a schedule for the task using the information in "Scheduling a Task" on page 27.
4. Click **Save** and **Close**.

## Configuring the Lobby to Receive Timekeepers from Corridor

In order to allow vendors/law firms to submit timekeeper information via the Corridor Website, you must perform the following:

1. Import and configure the Corridor Vendor Timekeepers Alert service provider in the **Lobby** component of Suite Manager. See below.
2. Enable the ability for vendors to submit timekeepers from Corridor within the *Administration* area in the Corridor Website. See page 35.

Once enabled and scheduled, the task installed with the service provider will query the Corridor Website for any timekeepers submitted by the vendor/law firm and download a Comma-separated value (CSV) file with all the timekeeper information formatted for the **Timekeeper Import Wizard**. A notice will appear in the Lobby in eCounsel for all users who have been configured to receive notifications with the CSV file attached. From the Lobby notification, the reviewer can run the **Timekeeper Import Wizard** and select the records to be imported into eCounsel. Any records that are not imported will be reported to the vendor/law firm as rejected.

## Importing and Configuring the Corridor Vendor Timekeeper Alert Service Provider

Install the Corridor Vendor Timekeeper Alert service provider to allow vendors/law firms to submit timekeeper information via the Corridor Website. Importing this service provider will also automatically install the Corridor Vendor Timekeepers task in the **Scheduler** component of Suite Manager. You can configure the task from the **Lobby** or the **Scheduler** component.

After all the steps are completed, notices will appear in the Lobby in eCounsel for all users who have been configured to receive notifications with the timekeeper CSV file attached. From the Lobby notification, the reviewer can run the **Timekeeper Import Wizard** and select the records to be imported into eCounsel. Any records that are not imported will be reported to the vendor/law firm as rejected.

### To Import the Service Provider:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click the  **Lobby** component in the *Tools & Utilities* area.
3. On the **Lobby** window, click **Import**.
4. On the **Select the XML or Script file for import** dialog box, select the **CorrVendorTimekeeperAlert.xml** file containing the service provider definition, then click **Open**.
5. Click **Save and Close**.

### To Schedule the Service Provider:

1. On the **Lobby** window, click on the Corridor Vendor Timekeeper Provider service provider, and click **Configure**.
2. On the **Schedule** tab of the **Configure Corridor Vendor Timekeeper Provider** dialog box, click **Edit**. Note that the Scheduler must be running to be able to create a new schedule.
3. In the *Schedule* area, create a schedule for the task using the information in “Scheduling a Task” on page 27.
4. Click **Save and Close**.

### To Configure Alerts for the Service Provider:

1. On the **Configure Corridor Vendor Timekeeper Provider** dialog box, click on the **Alerts** tab.
2. Click the **Configure** button. Type the e-mail address from which notices will be sent, then click **Save and Close**. Any e-mail address may be used, including an e-mail address that does not exist. Using a descriptive e-mail address (such as TimekeeperLobbyNotice) that does not exist ensures that users cannot reply to the address.

3. Click **Edit** on the **Alerts** tab. Alerts must be enabled before an alert can be edited for the **Lobby** component.
4. On the **Alert Profile Information** dialog box, click on the **Users** tab and click on checkboxes next to user names to select the users to receive e-mail and/or system (Lobby widget) notices when new data is received by the applicable Suite application. Click **Save**, then close the dialog box by clicking the  **Close** button.
5. Close the **Configure Corridor Vendor Timekeeper Provider** dialog box by clicking the  **Close** button.

## Enabling Vendors to Submit Timekeepers from Corridor

Once you have setup eCounsel to receive timekeepers from Corridor, you must also enable this ability for vendors within the *Administration* area in the Corridor Website.

### To Configure Corridor for Vendors to Submit Timekeepers:

1. Open the Corridor Website.
2. On the **Home Page**, click the **Enable Timekeeper Upload From Vendors** link in the *Administration* area.
3. On the **Enable Timekeeper Upload from Vendors** page, click on the *Activate Timekeeper Upload from Vendors* checkbox to enable the feature.
4. Click **Save**.

## Configuring Invoice Audit Rules

Automating the enforcement of your company's billing guidelines when importing invoices is easily done in eCounsel. The Rules Engine can reject an invoice or include a warning on the imported invoice based on rules configured by the System Administrator. If your company has guidelines that are outside of the scope of the default set of rules included with eCounsel, contact Bridgeway's Professional Services Group.

This feature works with invoices that are imported through any of the tasks in Scheduler as well as those brought in manually through the import utility in the Invoices module. Rejection rules are run first and in the order they appear in the list. All assigned warning rules are then run.

Standard invoice audit rules included with Bridgeway Suite are as follows:

- **Expense Rate** – Specific expenses cannot exceed a specified rate. Highlight the rule in the Assigned Rule text box, then type the amount and the expense code in the Value column in the Parameters box.
- **Mandatory Timekeeper** – Verifies that the invoice contains a Timekeeper ID.
- **Valid Matter Player** – Timekeepers must be assigned as players. To have this rule also verify that the billing rate from the invoice matches the rate set on the **Player** tab, highlight it in the Assigned Rule text box and type *YES* in the Value column in the Parameters box.

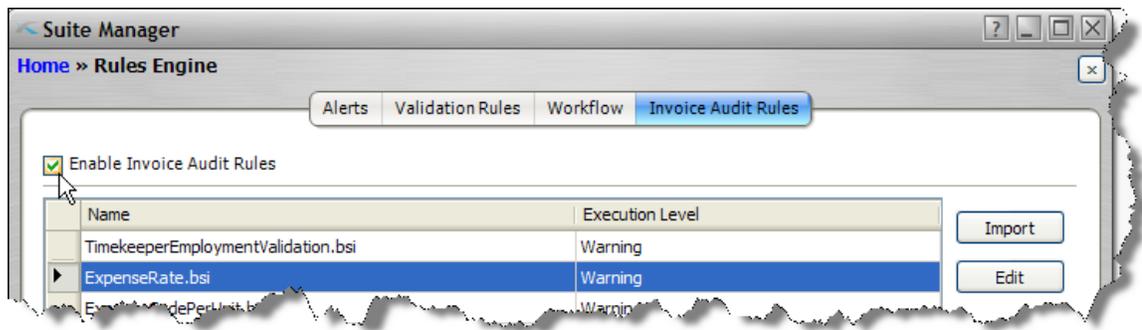
## Enabling the Invoice Audit Rule Category

Rules can be enabled for invoice audits using the steps below.

### To Enable the Invoice Audit Rule Category:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click on the  **Rules Engine** component in the **Tools & Utilities** area.
3. On the **Rules Engine** window, click on the **Invoice Audit Rules** tab.

4. Click on the *Enable Invoice Audit Rules* checkbox to activate the rule category for eCounsel.



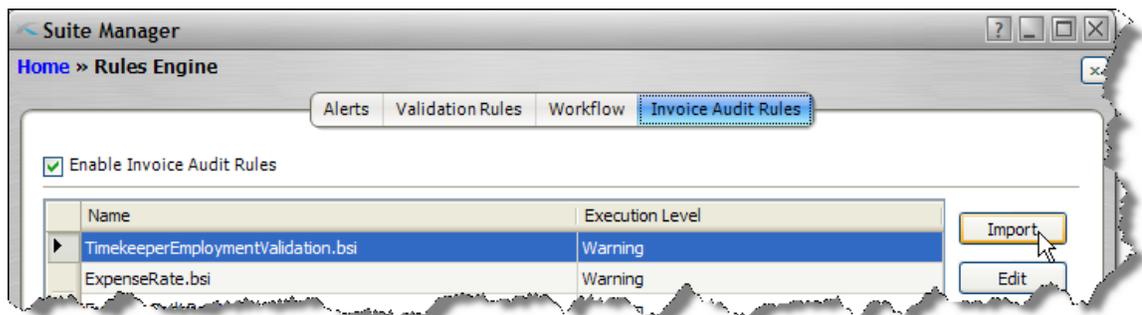
## Importing an Invoice Audit Rule

Rules can be imported for invoice audits. Bridgeway Software provides invoice audit rules using either the unlimited or standard strength encryption. Make sure you select the correct type of rules for your system. Check the **Database Properties Administrator** page if you are unsure of the type of encryption being used.

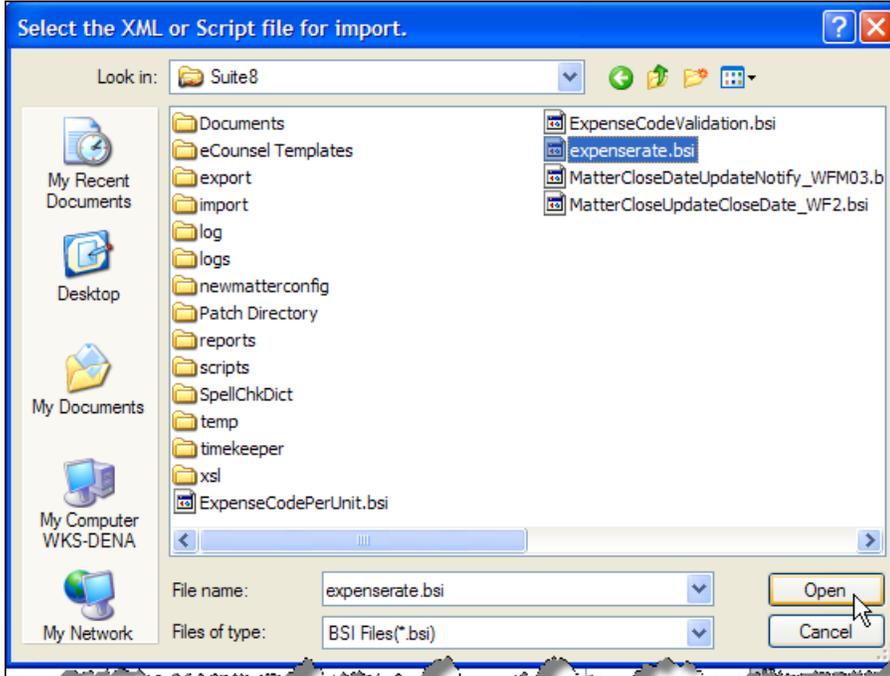


### To Import an Invoice Audit Rule:

1. On the **Rules Engine** window, click on the **Invoice Audit Rules** tab.
2. Click **Import**.



3. On the **Select the XML or Script file for import** dialog box, select an XML or BSI file containing the rule definition, then click **Open**.



4. On the **Invoice Audit Rule Profile Information** dialog box, select the action that will be taken during execution of the rule.



5. If the rule has parameters, type values in the text boxes.
6. Click **Save and Close**.

**!** After importing a rule, click the **Refresh All Application Server Settings** button on the **General** tab of System Settings to trigger a cache refresh so that the rule is implemented immediately.

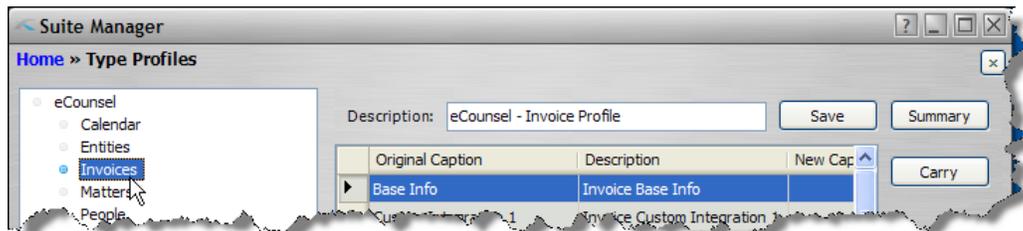
## Hiding Invoice Tax-Related Fields by Type Profile

Invoicing in eCounsel supports taxes on fees and expenses. If this feature is not applicable to your company, you can hide the invoice tax information by type profile to prevent users from accessing the functionality.

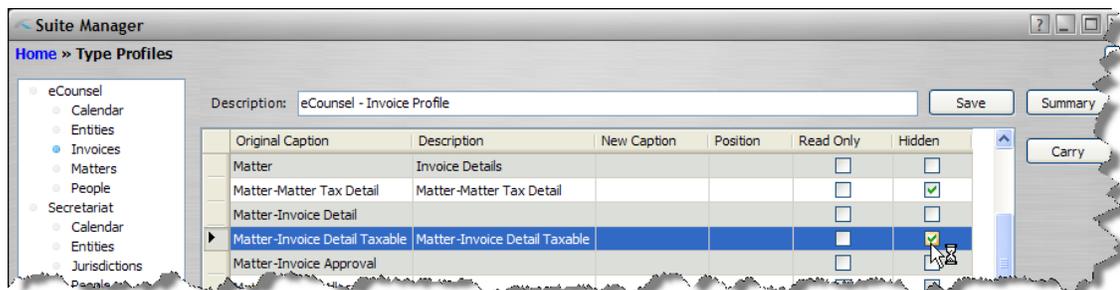
- i** If tax information already exists for invoices, be aware that hiding the fields and tabs that contain tax information is not the same as disabling the feature and may cause unexpected results.

### To Create an Invoice Profile to Hide Invoice Tax Information:

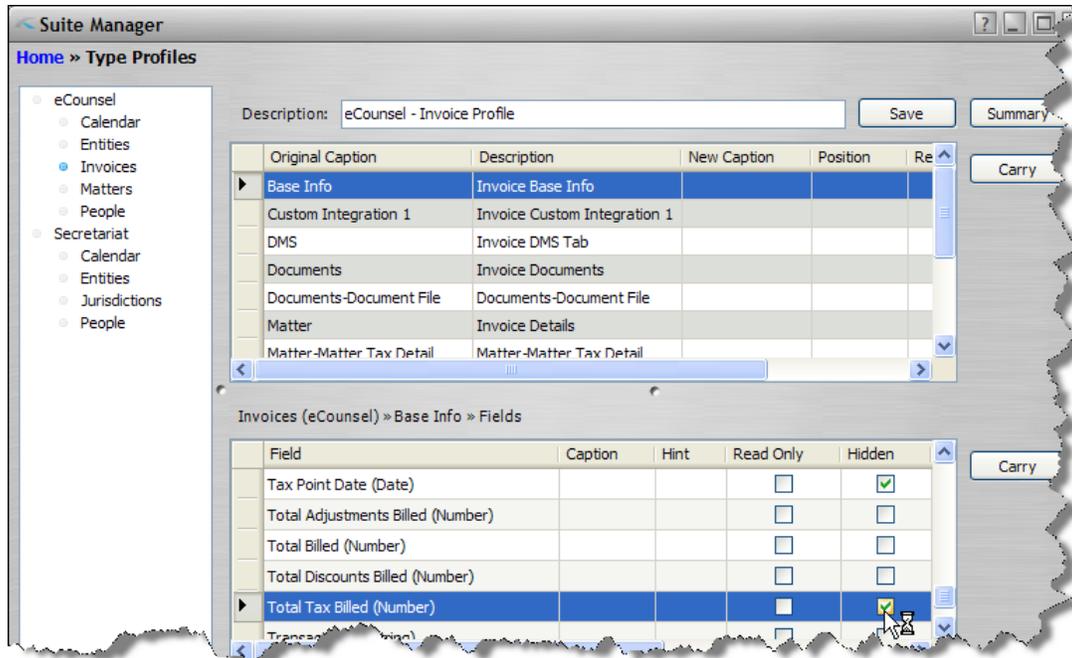
1. Open Suite Manager.
2. On the **Suite Manager** control panel, click on the  **Type Profiles** component in the **System Configuration** area.
3. On the **Type Profiles** window, select the Invoices module for eCounsel.



4. In the tabs grid, select the following tabs, and click the *Hidden* checkbox to enable the checkbox to hide the tab:
  - Matter-Matter Tax Detail
  - Matter-Invoice Detail Taxable



5. Click on the Base Info tab, and click on the *Hidden* checkbox for the following fields on the Invoices **Base Info** tab:
  - Adjusted Pre-tax Billed
  - Tax Credit Note
  - Tax Invoice Note
  - Tax Point Date
  - Total Tax Billed



6. Click on the Matter tab, and hide the following fields on the tab:
  - Adjusted Pre-tax Billed
  - Total Tax Billed
7. Click on the Matter-Invoice Detail tab, and hide the following field on the tab:
  - Taxable
8. Click **Save**.
9. On the **Type Profiles** window, click **Refresh Server**.

#### To Hide Invoice Tax Information on the Matters Cost Tab:

1. On the **Type Profiles** window, select the Matters module for eCounsel.
2. For each existing matter type profile, click **Edit**.
3. On the **Type Profile** dialog box, click on the **Costs** tab and hide the following fields on the tab:
  - Adjusted Pre-tax Billed
  - Total Tax Billed
4. Click **Save**.
5. Close the **Type Profile** dialog box.
6. On the **Type Profiles** window, click **Refresh Server**.



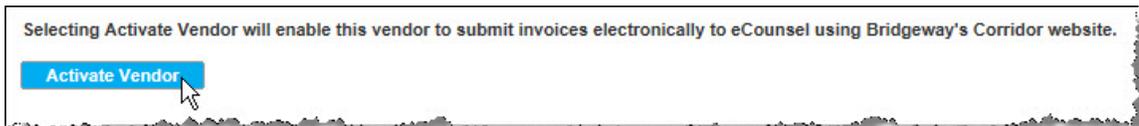
# Administering Invoices

## Setting Up Web eInvoicing Vendors

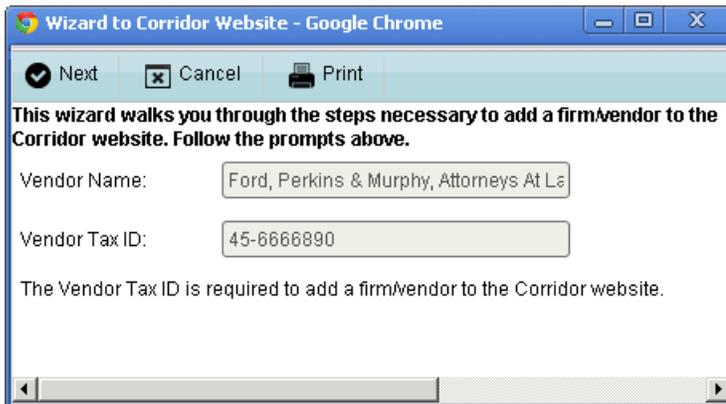
In order to be accepted, an electronic invoice must contain the required identification information for the LEDES format being used. Invoices that do not meet all of the above criteria will be rejected and notification will be sent to the address listed as the Admin Address in Suite Manager.

### To Set Up Web eInvoicing Vendors:

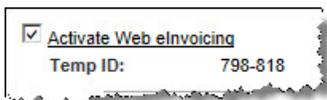
1. Open the Entities module in eCounsel.
2. Open the vendor's record, and ensure that the company's tax ID number has been entered on the **Base Info** tab. Domestic tax IDs are in the form *NN-NNNNNN* (where *N* is a 0-9 number).
3. Select the *Track Billing Information* checkbox to activate the **Billing Info** tab, then click on the tab.
4. On the **Billing Info** tab, click the **Activate Vendor** button. (If there is no Tax ID number on the **Base Info** tab, an error message will display.)



5. On the **Wizard to Corridor Website** dialog box, verify the vendor name and tax identifier and click **Next**.

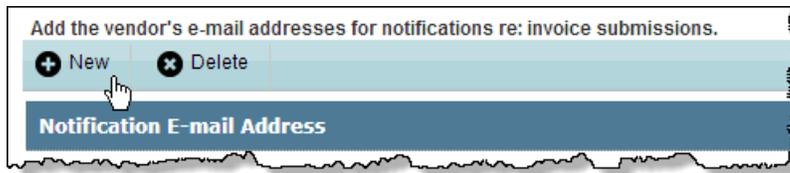


6. The wizard is now complete and the vendor/law firm has been added to the Corridor Website. The vendor/law firm will need this information to setup their electronic invoicing account on the Bridgeway Corridor Website. Print this information for your records as you will be communicating this information to the vendor/law firm. Click **Finish**.
7. Click **OK** on the message box that informs you the vendor was successfully activated.
8. A temporary ID will display on the **Billing Info** tab of the entity. Once the vendor's account is validated, this number will no longer display on the **Billing Info** tab of their entity record.



**i** The vendor/law firm temporary user name is the entity's Tax ID number and the temporary password is the Temporary ID displayed on the **Billing Info** tab.

9. Next, specify the vendor's e-mail addresses that receive notifications regarding invoice submissions. Click **+ New** to add an individual's e-mail address.



### To Deactivate a Vendor:

If a vendor/law firm should no longer be able to submit invoices through the Corridor Website, contact Bridgeway Support for assistance.

## Importing Timekeepers

The **Timekeeper File Import Wizard** allows you to import a Comma-Separated Values (CSV) file that contains information about people who bill time against matters in eCounsel. Electronic invoices can then be submitted to eCounsel for the timekeeper and any business rules (such as a maximum billing rate, etc.) can be enforced.

The wizard uses a basic formatted CSV file that can be viewed and updated in Microsoft Excel. Contact Bridgeway Support for a sample template file. This template file can then be distributed to your company's vendors/law firms to enter information concerning the vendor/law firm employees that will be timekeepers on any invoices. After receiving the completed file from the vendor/law firm, review the information for accuracy, then save the file in Microsoft Excel as a CSV file to be imported using the wizard.

A CSV template file is located in the **Templates\Timekeeper File Import** directory on the Bridgeway Suite installation media or can be obtained from Bridgeway Customer Support.

- i** The following are required fields in the CSV file: Vendor Tax ID, Timekeeper ID (Admin Number), Last Name, Rate, Billing Method, and Currency. The Vendor ID field is only used when multiple entities with the same Vendor Tax ID exist for different locations, so this field can be left blank if only one entity exists with the specified Vendor Tax ID.

The following rules are used by the **Timekeeper File Import Wizard** to determine if updates or new records should be created:

- The wizard verifies the vendor identifier if two or more entities use the same tax identifier in eCounsel. The following values are accepted: 1) blank, 2) a single vendor using the tax identifier, 3) two or more vendors using the same tax identifier (the vendor identifier in the import file must match one of these).
- If duplicate timekeeper records exist in the import file, eCounsel will return an error. Remove any duplicates before re-submitting.
- eCounsel rounds all rates to two decimal points. Since the import file allows you to submit four decimal points for rates, the rate will be recognized as an update since eCounsel only stores two decimal points.
- If the timekeeper already exists in eCounsel, but the telephone or e-mail information differs from the existing information, eCounsel creates a new communication record with the imported information.
- If the timekeeper record already exists, but the rate is different, the wizard performs the following actions:
  - Creates a new record with the updated information.
  - Makes the end date of the existing record equal to the date before the start date of the new record.
  - Makes the existing record inactive.

- In order to import phone numbers, communication lookup types of “Phone – Business” and “Phone – Mobile” are required.

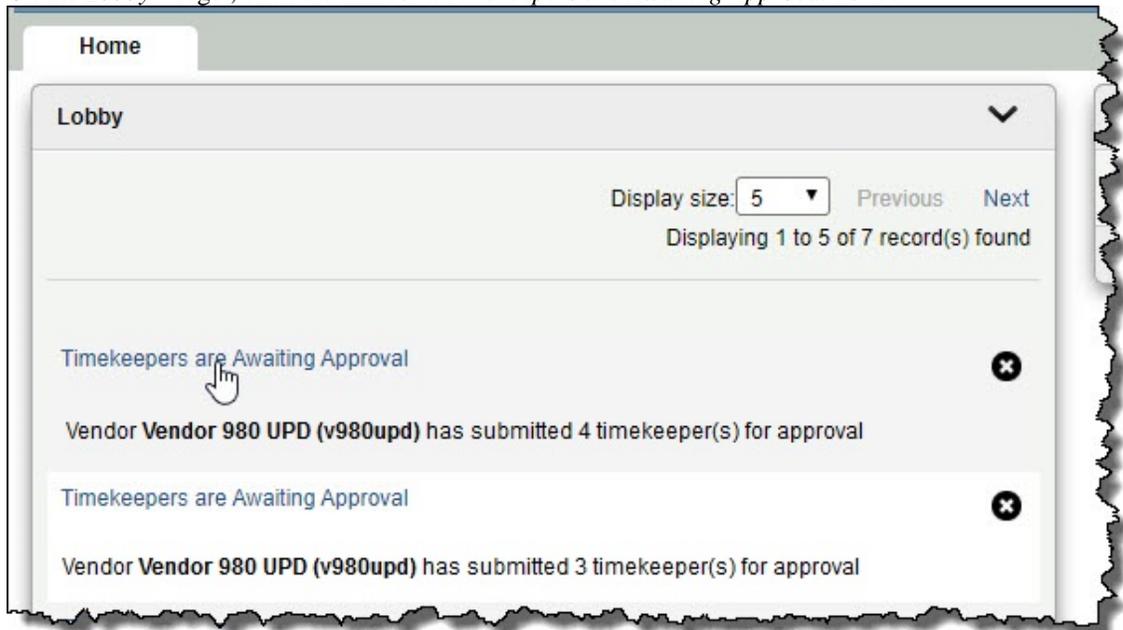
**!** The **Timekeeper File Import Wizard** can only import a maximum of 500 records from the import file at one time. If you are importing more than 500 records, use multiple import files and repeat the steps to import each one separately.

**!** Beginning with Suite 8.11.0 Service Pack 12, if you have hidden the gender/ethnicity fields in eCounsel by view profiles, the **Timekeeper File Import Wizard** will not display this information and the data for these fields will not be saved to the database.

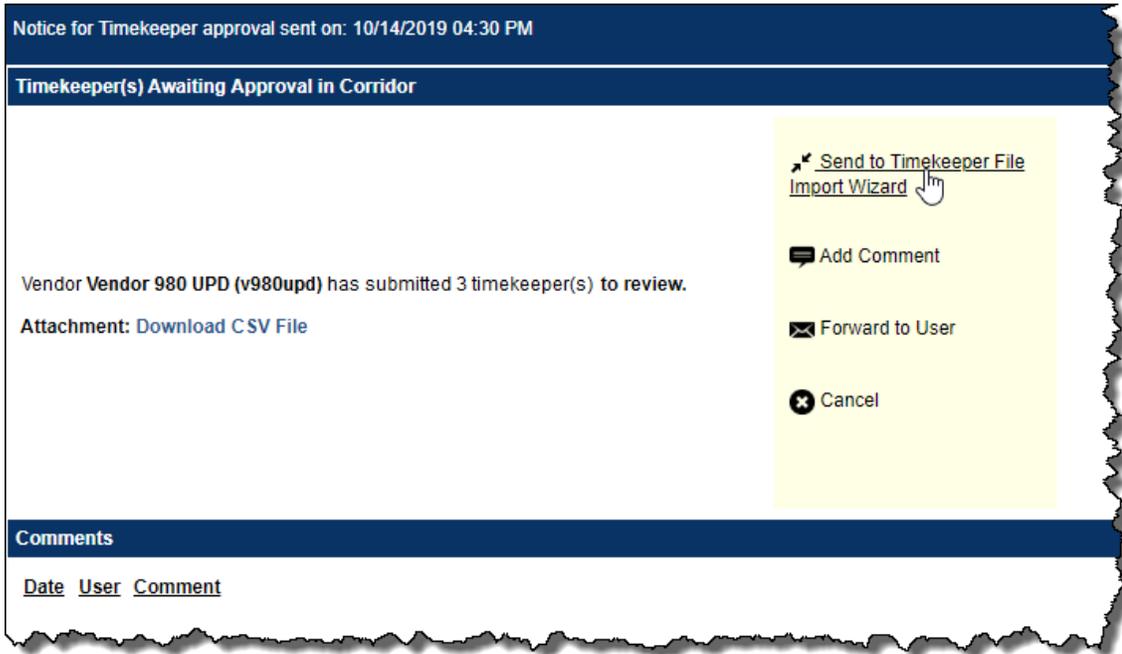
### To Import Timekeepers from a Lobby Notification:

Once the Lobby has been configured to receive timekeeper information from vendors/law firms in Corridor (see page 34), users who have been configured to receive notifications will receive Lobby notifications with the timekeeper CSV file attached. From the Lobby notification, the reviewer can run the **Timekeeper File Import Wizard** and select the records to be imported into eCounsel, or optionally, specify which records will be rejected. In the Corridor Website, the vendor can view timekeepers that have been accepted or rejected.

1. Open the home page.
2. On the *Lobby* widget, click the link for a *Timekeepers are Awaiting Approval* notice.



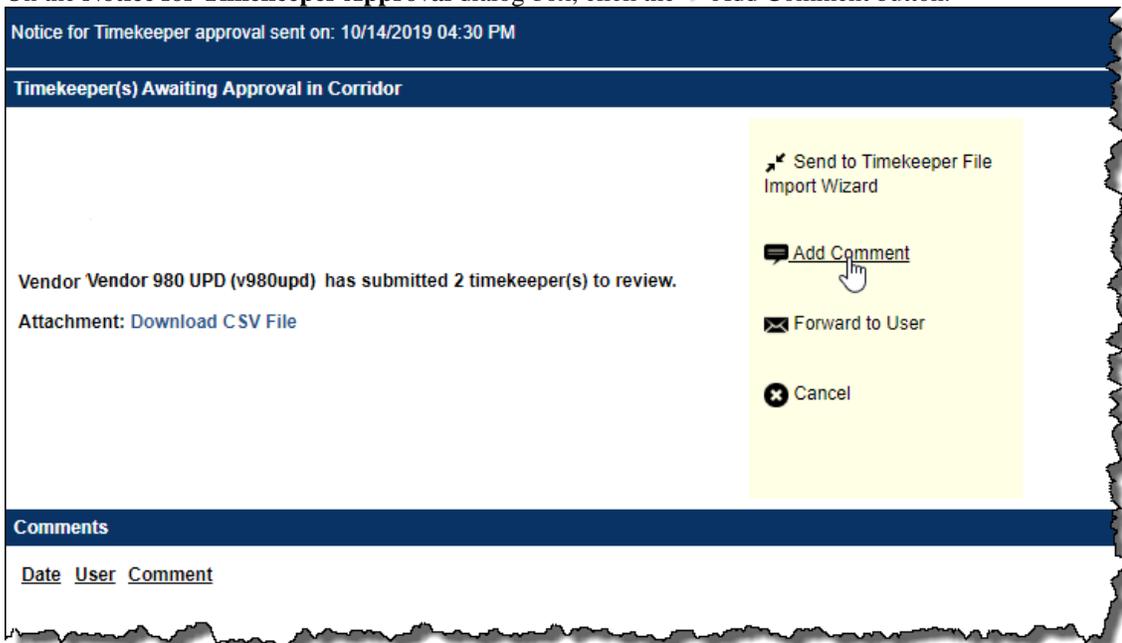
3. On the **Notice for Timekeeper Approval** dialog box, click the **Send to Timekeeper File Import Wizard** button.



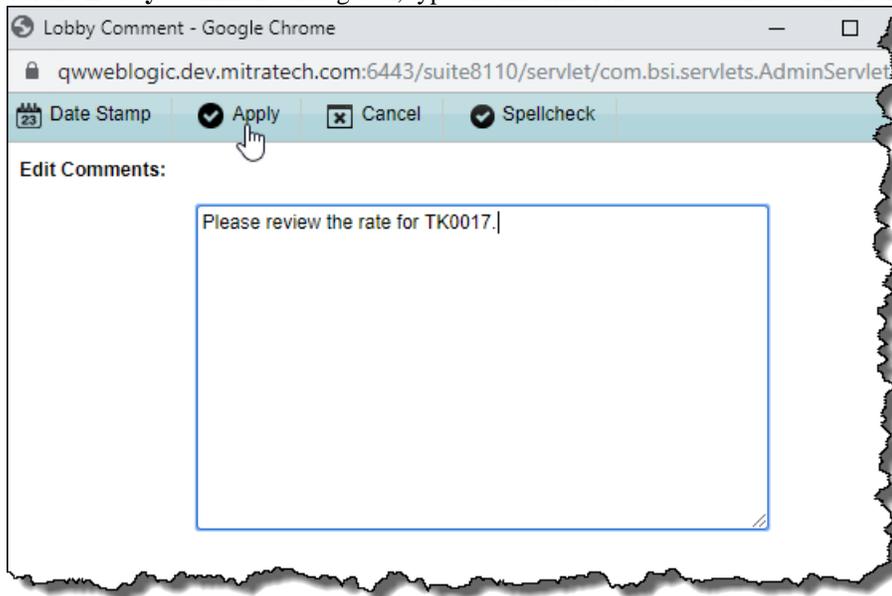
4. On the **Timekeeper Import Wizard**, see page 42 for steps to accept or reject changes.

#### To Add a Comment to the Notice:

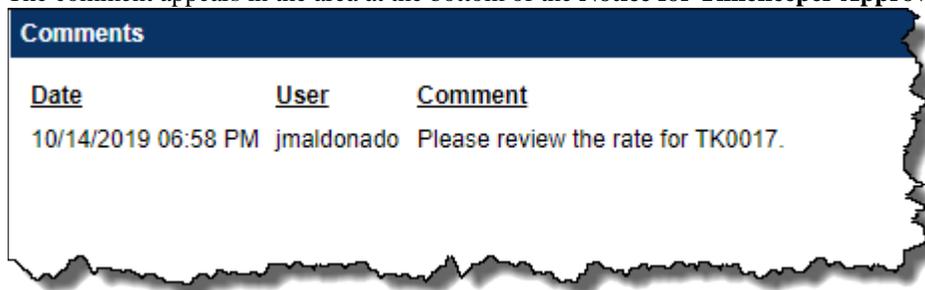
1. Follow Steps 1-2 above.
2. On the **Notice for Timekeeper Approval** dialog box, click the **Add Comment** button.



3. On the **Lobby Comment** dialog box, type the information to be attached to the notice.



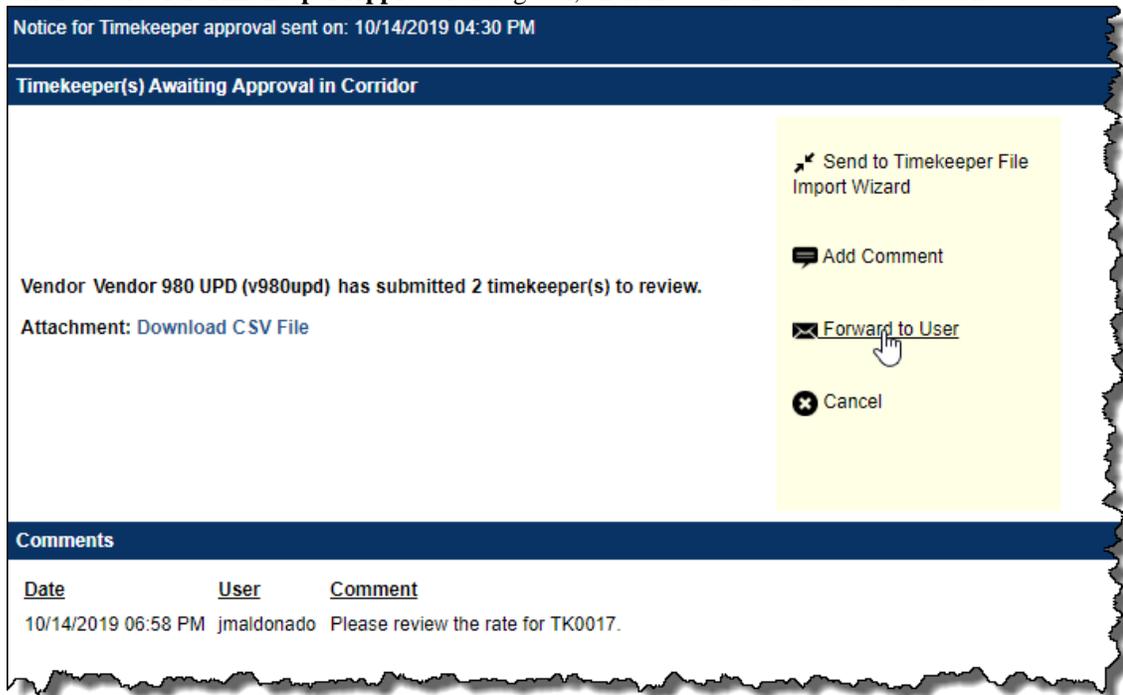
4. Click **Apply**.  
The comment appears in the area at the bottom of the **Notice for Timekeeper Approval** dialog box.



### To Forward the Notice to Another User:

1. Follow Steps 1-2 above.

2. On the **Notice for Timekeeper Approval** dialog box, click the  **Forward to User** button.



Notice for Timekeeper approval sent on: 10/14/2019 04:30 PM

**Timekeeper(s) Awaiting Approval in Corridor**

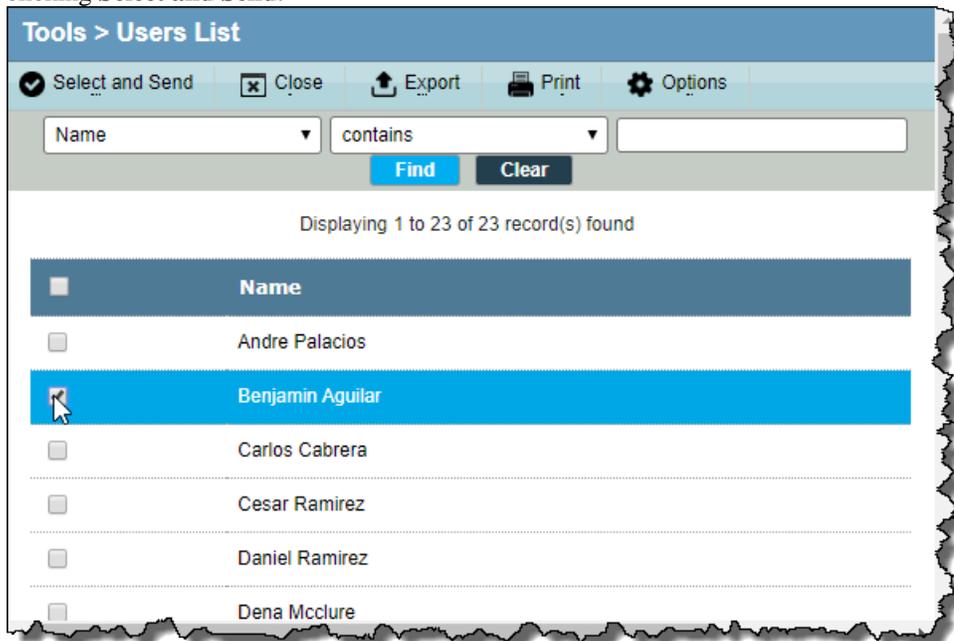
Vendor Vendor 980 UPD (v980upd) has submitted 2 timekeeper(s) to review.  
Attachment: Download CSV File

Send to Timekeeper File Import Wizard  
Add Comment  
**Forward to User**  
Cancel

**Comments**

Date	User	Comment
10/14/2019 06:58 PM	jmaldonado	Please review the rate for TK0017.

3. On the **Users List** dialog box, select a user from the list by clicking on the checkbox next to a name, then clicking **Select and Send**.



**Tools > Users List**

Select and Send Close Export Print Options

Name contains [Search Field]

Find Clear

Displaying 1 to 23 of 23 record(s) found

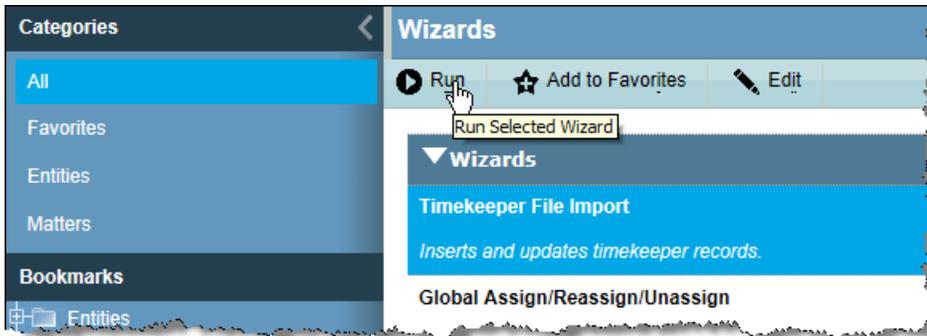
<input type="checkbox"/>	Name
<input type="checkbox"/>	Andre Palacios
<input checked="" type="checkbox"/>	Benjamin Aguilar
<input type="checkbox"/>	Carlos Cabrera
<input type="checkbox"/>	Cesar Ramirez
<input type="checkbox"/>	Daniel Ramirez
<input type="checkbox"/>	Dena McClure

4. Click **OK** on the informational message box.

## To Import Timekeepers:

To import timekeepers from a lobby notification, skip to Step 4.

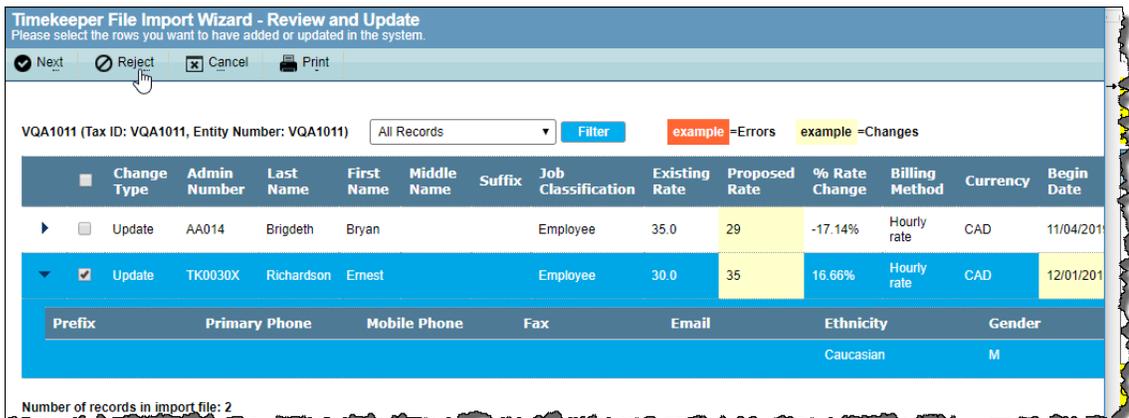
1. Open eCounsel and click on the Wizards module.
2. Select the **Timekeeper File Import Wizard** on the **Wizards List** page and click **Run**.



3. Click the **Browse** button to select a CSV file to import, then click **Next**.



4. If you opened the **Timekeeper File Import Wizard** from a lobby notification from Corridor, optionally, you can select timekeepers to reject. Select all timekeeper records you want to reject, then click the **Reject** button. Note that if you select multiple timekeepers, the same rejection comment will be applied to all records.



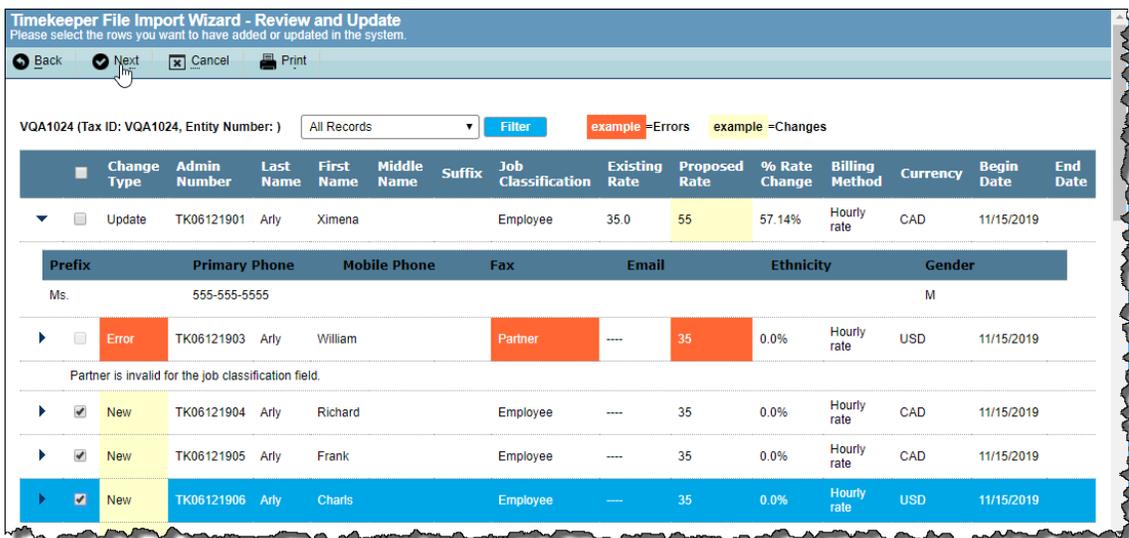
Confirm the timekeepers to be rejected on the next screen, type any text concerning the rejection of the timekeeper, then click the **Reject** button.



The rejection comment will be synchronized with Corridor and will appear in the vendor's list of timekeepers for the timekeeper specified.

- Review the information that will be imported, then click the checkbox on each row to select the rows to be imported (click the checkbox in the heading to import all rows). All rows with errors display with a red background and cannot be imported.

**i** You cannot change information using the **Timekeeper File Import Wizard**. If information needs to be modified, click **Cancel**, modify the CSV file and re-submit the file.



**i** Note that beginning with Suite 8.11.0 Service Pack 12, each timekeeper row has an expand button to review a second row of fields. Also, two new fields are located on the wizard to view an updated timekeeper's existing rate and percentage change for a change in rate.

- Click **Next**.

- Click  **Save** to import the selected information into eCounsel.

**Timekeeper File Import Wizard - Confirm Changes**  
Click Save if the information below reflects the changes to be made to the system.

0 Selected Rows with New Timekeepers

1 Selected Row with Updates

Admin Number	Prefix	Last Name	First Name	Middle Name	Suffix	Title	Rate
123456		Petersen	Nicholas			Managing Partner	400

Field Name	Current Value	New Value
Begin Date	01/07/2013	01/07/2012
Title	Partner	Managing Partner

0 Rows with Unselected Updates or New

1 Row with Errors

1 Row with No Changes

3 Rows in Import File

- Click  **Close** or  **Import Another File**.

## Allocating an Invoice

This procedure is only necessary if any of the following conditions are present:

- The system setting to automatically populate allocations from the **Player** tab has *not* been enabled.
- Changes were made to allocation information on the **Player** tab *after* the invoice was entered.
- The invoice is to be allocated to matters other than those specified on the **Player** tab.

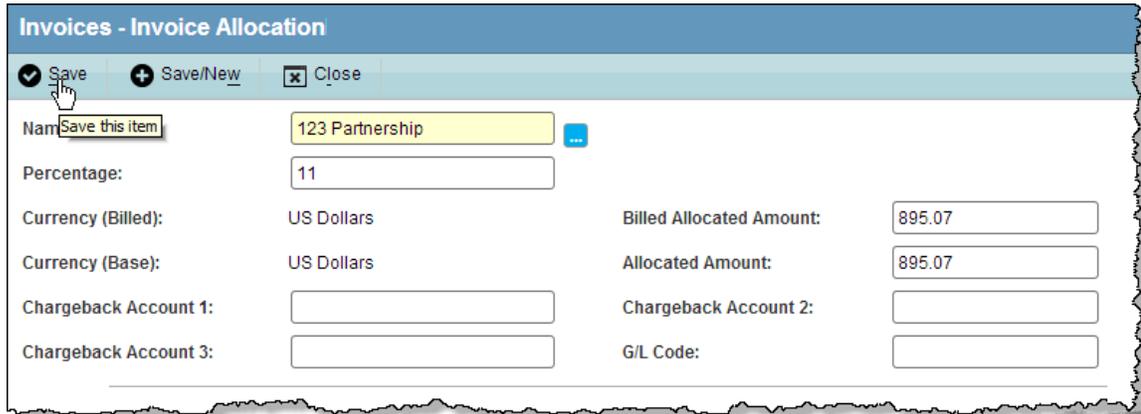
Once the invoice amount changes, the invoice allocations will be recalculated. If the sum of the allocations after recalculation do not equal the Matter Adjusted Base field because of odd numbers, one of the allocation records will be adjusted up or down appropriately.

In addition, eCounsel calculates the allocation in the billed and base currency and displays this information on the dialog box.

### To Allocate an Invoice:

- Open the Invoices module.
- Create an invoice or open an existing invoice.
- Click on the **Matter** tab.
- If the invoice has been split, highlight the appropriate matter.
- Click on the **Invoice Allocation** subtab in the *Details* area, then click  **New**.

- On the **Invoice Allocation** dialog box, click the  button in the Name field. Click on a person name or entity, then click **Select**.



- For the Percentage field, enter the percent as a number between 1 and 100.
  - If an invoice has not been fully allocated, eCounsel will calculate the remaining amount and populate the Percentage and Allocated Amount text boxes when a new entry is added. If the percentage needs to be adjusted, change the percent and click  **Save**. The allocated amount will be recalculated.
- Enter other information as need.
- Click  **Save**.

## Adding an Approver to an Invoice

This procedure is only necessary if any of the following conditions are present:

- The system setting to automatically populate allocations from the **Player** tab has *not* been enabled.
- Changes were made to approver information on the **Player** tab *after* the invoice was entered.
- The invoice is to be approved by people other than those specified on the **Player** tab.
- The invoice was entered manually using the standard method (not single-page). To auto-load approvers after all line items have been entered, click the **Defaults** button on the **Invoice Approval** subtab on the **Matter** tab.

When using this method, you will have the opportunity to add the person as a player to the matter.

Additional constraints for approvers are as follows:

- The approver login identifier must be associated with his/her person record in Suite Manager (see your system administrator).
- The approver must have a contact information entry with a communication type of *E-mail* in order for the approver to receive e-mail notifications.

You also can add approvers to an invoice directly from the **Invoices Summary** page. Click on the **Add** link next to the Approvals heading to open the **Invoice Approval** dialog box.

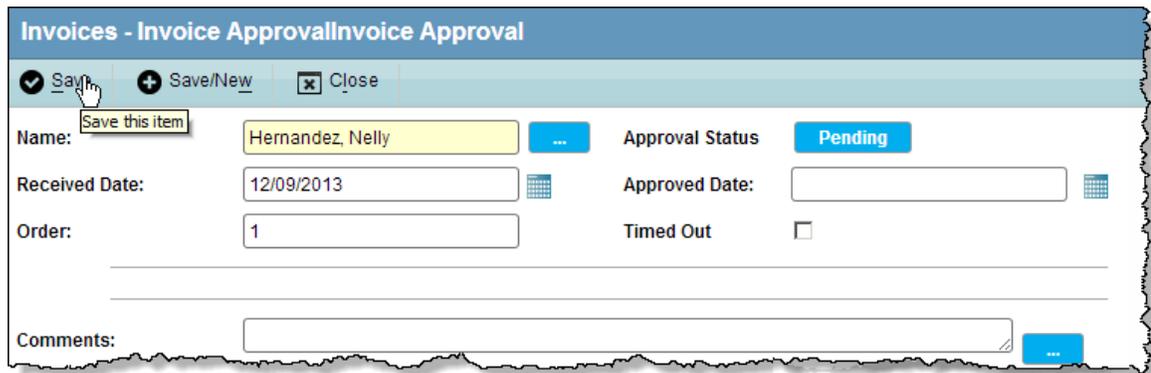


- If invoice logical group is enabled and a user who does not have access to a matter is explicitly assigned to approve an invoice for that matter, the Approver E-mail Notification task will send the user an e-mail from

which he/she can access and approve the invoice. However, the invoice will display “Restricted Data” in areas that pertain to the matter.

### To Add an Approver to an Invoice:

1. Open the Invoices module.
2. Create an invoice or open an existing invoice.
3. Click on the **Matter** tab, then click on the **Invoice Approval** subtab in the *Details* area.
4. Click **+ New**.
5. Click the **...** button in the Name field, and click on a person name to select that person as a reviewer or approver. If the person is not a player, a confirmation message will display. Click **Yes** to add the person as a player to the matter. Click **No** to add the person only as an approver to the invoice.



6. Type a number to indicate the order in which this approver should receive the invoice. If two approvers have the same number in the order, the invoice will be routed to both at the same time and will not be routed to the next approver until both of the previous approvers have approved/rejected the invoice or timed out.
7. Click **Save**.

## Posting an Invoice

The following posting rules are set by your System Administrator:

- Invoices must be approved prior to posting.
- No approvers specified means that none are required.
- Invoices split across matters must be balanced with their details prior to posting.
- Invoices must be fully used across matters.
- Lock out changes to posted invoices.

### To Post a Single Invoice:

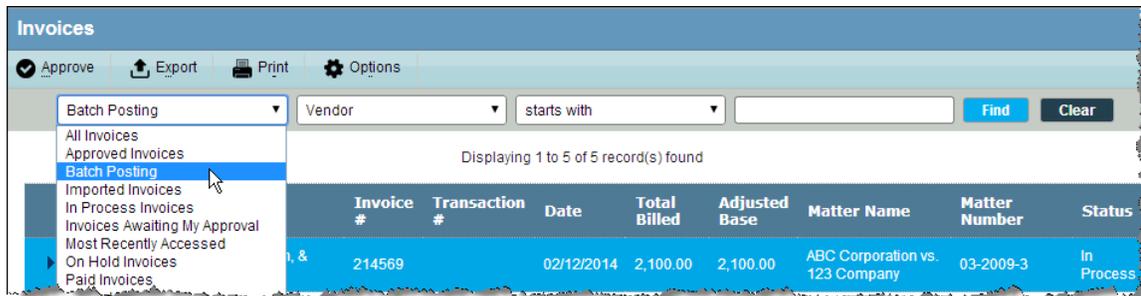
Open the Invoice module and click the  **Post** button on the **Base Info** tab.



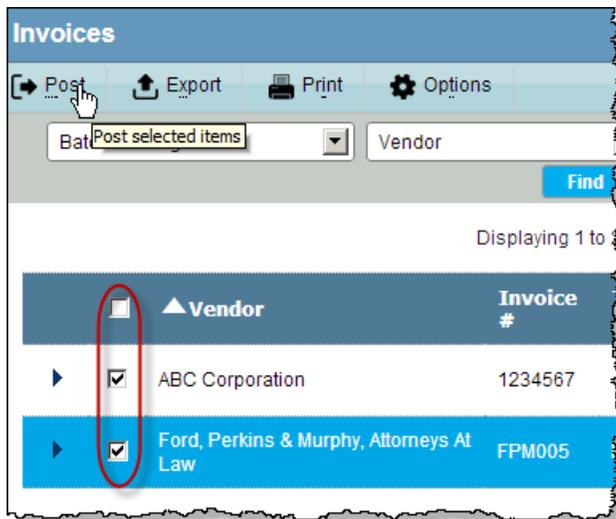
### To Post Multiple Invoices:

**i** Your System Administrator must have created a filter for approved invoices in order to perform batch posting.

1. Open the Invoices module.
2. On the **Invoices List** page, click on the batch posting filter, and click the **Find** button.



3. Select the checkbox(es) of the invoices to be posted.



4. Click the  **Post** button.

When invoices are successfully posted, a confirmation message will display. Unsuccessful postings will list the reason for the failure.

# Adding Invoices to eCounsel

Smart Invoice includes a number of methods for adding invoices to the eCounsel matter management system:

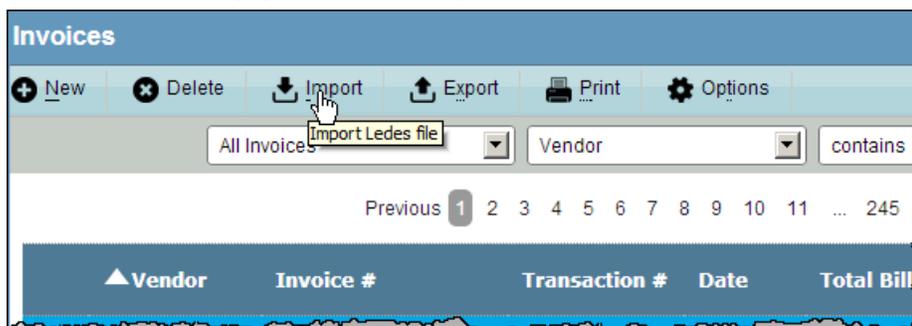
- Importing a LEDES 1998B, 1998BI, or LEDES 2000 file using the Corridor Website (Smart Invoice Web task)
- Importing a LEDES 1998B, 1998BI, or LEDES 2000 file using the eBillingHub® (Smart Invoice Web task)
- Manually importing a LEDES 1998B, 1998BI, or LEDES 2000 file using the import feature in eCounsel
- Manually entering an invoice into the Corridor Website
- Manually entering an invoice in eCounsel

## Manually Importing an Invoice

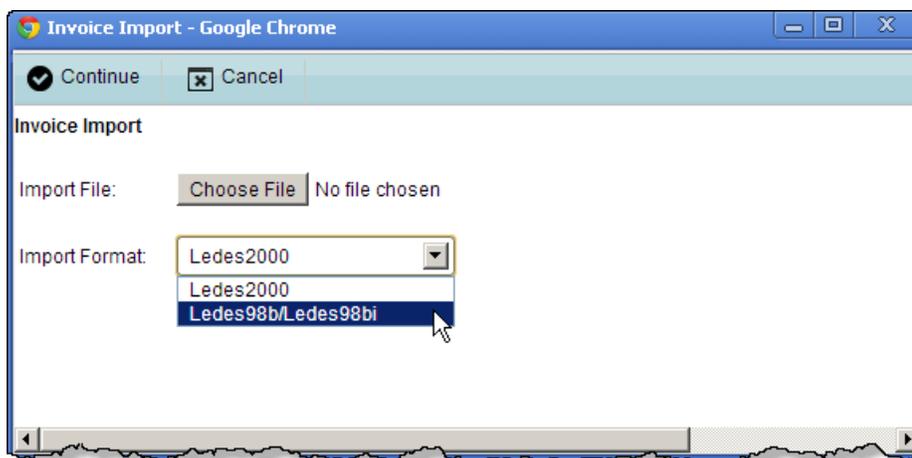
Use this procedure to manually import an invoice formatted per the LEDES 1998B, LEDES 1998BI, or LEDES 2000 specifications.

### To Import an Invoice:

1. Open the Invoices module.
2. On the **Invoices List** page, click the **Import** button.

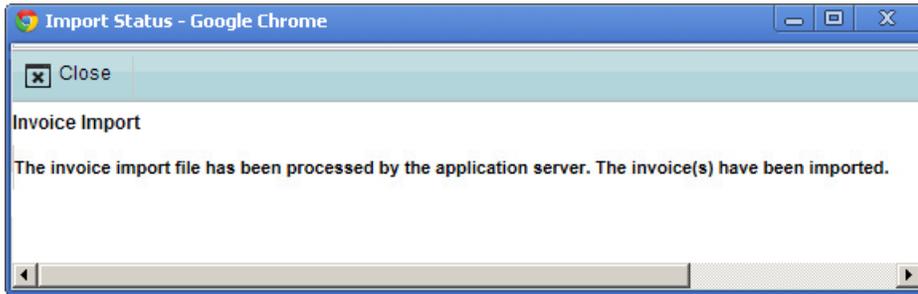


3. On the **Invoice Import** dialog box, click the **Browse** button to locate the file using the **Choose file** dialog box, or enter the file name manually. However, you must enter the full path including the drive and the file extension (for example: **F:\Documents\ClientName\InvImport.txt**).



4. Select the import file type.

5. Click  **Continue**.
6. When the **Import Status** message box displays, click  **Close**.



To view a log of success/failure for invoice import, open **Invoicel mport.log** (can be accessed from the Diagnostics component in Suite Manager or in the data root directory under **logs**). This log is an appending transaction report created during the import process. If problems were encountered, they will be listed in this file.

### Required Information:

The following information must be included in the LEDES files.

#### **LEDES 1998B or 1998BI**

- Matter number
- Vendor's Tax ID number

#### **LEDES 2000**

- Matter number
- Vendor's Tax ID number
- Entity Number

Any other information to be included is based on your company's billing guidelines and requirements. For a schema of the LEDES format specifications, go to [www.ledes.org](http://www.ledes.org).

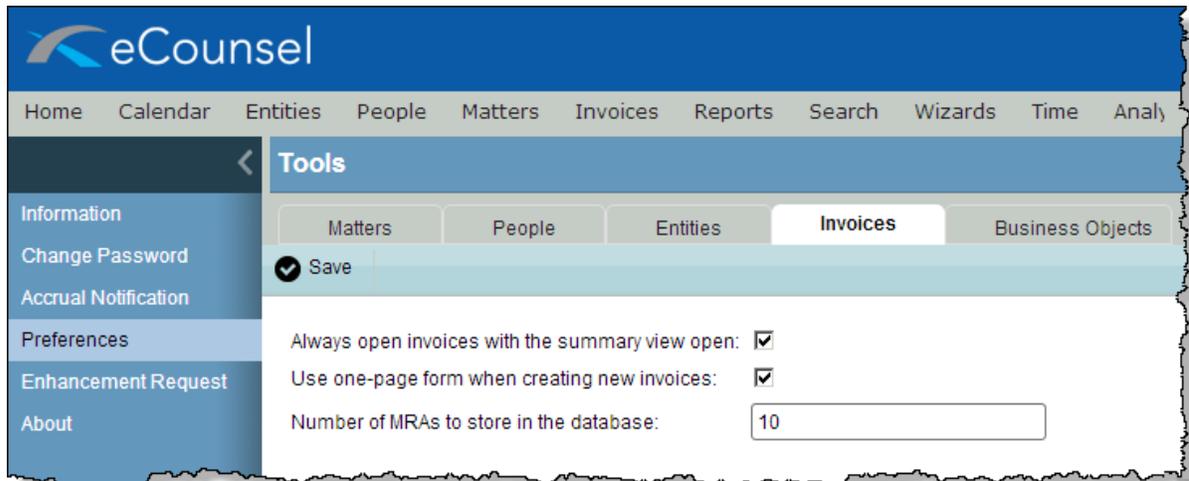
## Creating a Single Invoice

This method of invoice entry presents the primary fields of the Invoices module on a single page, which can facilitate entry of multiple invoices. Data also can be copied for successive invoices.

- i** eCounsel will not allow duplication of invoices. If a new invoice is entered that has the same vendor, transaction number, and amount as an existing invoice, you will get an error message.

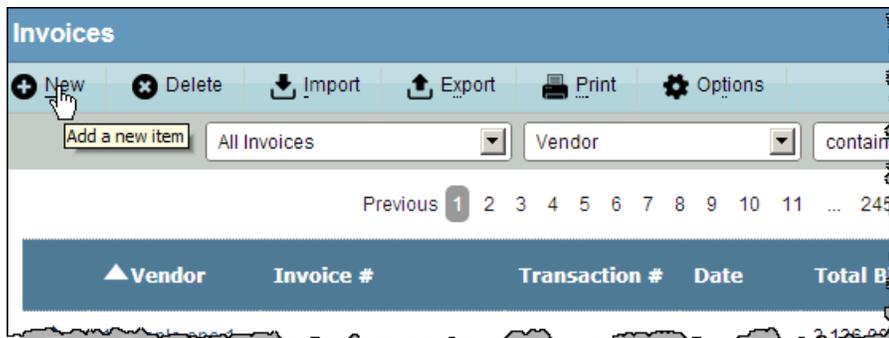
### To Activate Single Invoice Entry:

Click **Tools** on the menu bar. On the **Tools** page, click on the **Preferences** tab, then click on the Invoices settings. Select the *Use one-page form when creating new invoices* checkbox. The setting is a user ID preference setting, not a system-wide setting.



### To Enter Invoices:

1. Open the Invoices module.
2. On the **Invoices List** page, click the **+ New** button.



- In the **Invoices – Base Info** dialog box, click the  button in the Vendor field. Click on a person name or entity, then click **Select**.

- Complete the fields as appropriate.
- For the Currency field, select a currency and the Conversion Rate field will become active if the currency type is other than the entity's base currency.
- If a discount is to be applied to the invoice, enter the appropriate number in either the Fee Discount Percent or the Total Discounts Billed text boxes. The discount amount will display in the related fields. The discount dollar amount must be specified with a minus sign to ensure that the amount will be subtracted from the invoice amount.

- To enter tax information for the invoice, the Vendor Tax ID and Tax Rate fields are required if any other fields in this section are entered.

The screenshot shows a 'Tax Information' section with the following fields:

- Vendor Tax ID: [Text Input]
- Tax Rate: [Text Input]
- Tax Locality: [Text Input]
- Taxable Billed Fees: [Text Input]
- Taxable Billed Expenses: [Text Input]
- Tax Type: [Dropdown Menu]
- Tax Country: [Dropdown Menu]
- Total Tax Fees: [Text Input]
- Total Tax Expenses: [Text Input]

At the bottom of the form, there are two summary fields:

- Billed: 0.00
- Base Currency: 0.00

- If there are no other invoices to enter, click **Save** to close the window. If you have additional invoices, click the **Save/New** button to save your changes and continue.

### To Copy Data:

After an invoice has been saved, the data is temporarily stored to facilitate entering multiple invoices with recurring information. Click the  button by each appropriate field to copy the data.

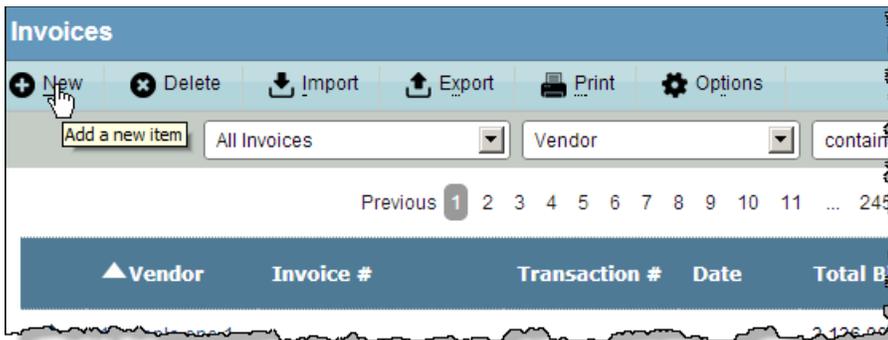
## Manually Adding an Invoice

If you have a large number of invoices to input, particularly if there is similar information, you may want to use the single page invoice entry option instead.

- i** eCounsel will not allow duplication of invoices. If a new invoice is entered that has the same vendor, transaction number, and amount as an existing invoice, you will get an error message.

### To Add Base Information:

- Open the Invoices module.
- On the **Invoices List** page, click **New**.



- On the **Base Info** tab, click the  button in the Vendor field. Double-click on a person name or entity, or click on the name, then click **Select**.

- Complete the fields by either typing directly into the fields or selecting from the dropdown lists. The amount fields will populate when line items are entered on the **Matter** tab.

**Invoices - Base Info**

Save Save/New

Vendor: [Field] Jump

Remit to: [Field] Select

Invoice #: [Field] Transaction #: [Field]

Date: [Field] Internal

Service Start: [Field] Service End: [Field]

Received: 2013/12/18 Hold Date: [Field]

Purchase Order #: [Field]

Payment Date: [Field] Payment Amount: [Field]

Payment Method: CASH Check Number: [Field]

Currency: US Dollars Conversion Rate: [Field]

Comments: [Field]

Matter Name: [Field] Matter Number: [Field]

- When you have entered all applicable information, click **Save**.
- Click on the **Matter** tab to enter line item details for the invoice. The invoice must be assigned to a matter before a discount can be applied.

### To Add a Matter:

- Create an invoice or open an existing invoice.
- Click on the **Matter** tab.
- Click **New**.

Invoices List < Invoices > Abraham, Johnson, & Smith Law Firm > Matter

Summary Base Info **Matter** Documents DMS User Fields Bookmarks

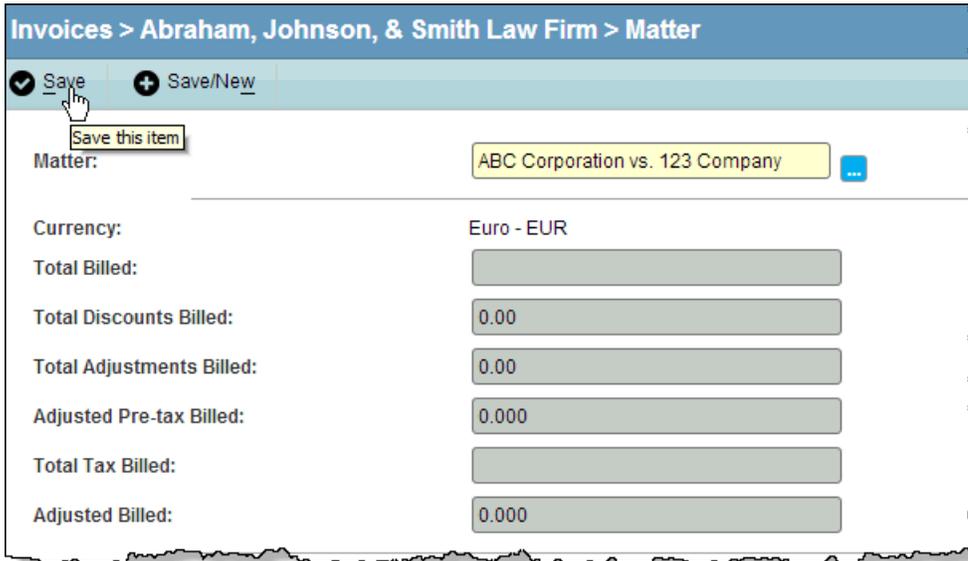
+ New Add a new item × Delete ↶ Jump 📄 Reports 📄 Export 🖨️ Print ⚙️ Options

Matter Name [Field] contains [Field]

Displaying 1 to 1 of 1 record(s) found

Matter Name	Matter Number	Currency	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adj Pre Bill
ABC Company vs. 123 Corporation	03-2010-0	Euro - EUR	2,057.78	-200.00	3.00	1,86

- Click the  button in the Matter field. Click on a matter to select it. If the vendor is not a player on the matter, you will be prompted to add the vendor as a player.



**Invoices > Abraham, Johnson, & Smith Law Firm > Matter**

Save Save/New

Matter: ABC Corporation vs. 123 Company

Currency: Euro - EUR

Total Billed:

Total Discounts Billed: 0.00

Total Adjustments Billed: 0.00

Adjusted Pre-tax Billed: 0.000

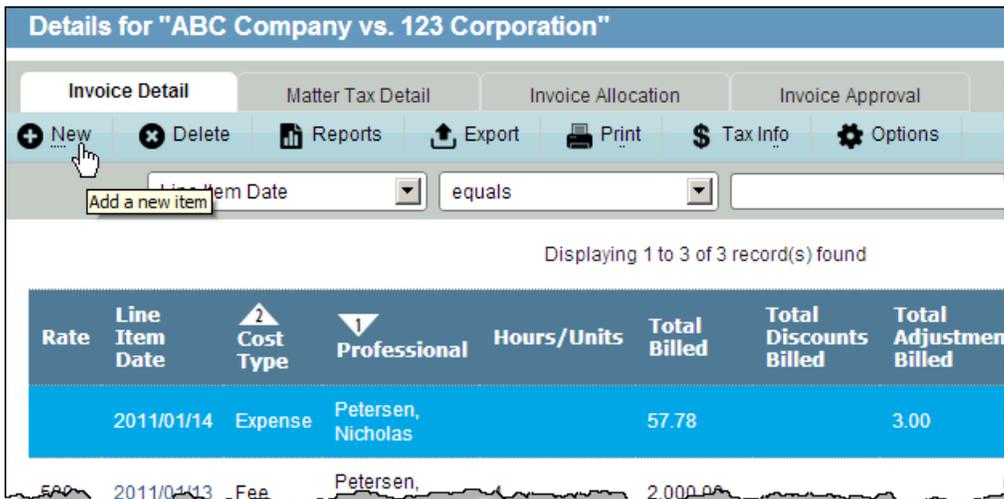
Total Tax Billed:

Adjusted Billed: 0.000

- Click  Save. The amount fields will populate when line items are entered.

### To Add Line Item Details:

- On the **Invoice Detail** subtab in the *Details* area, click  New.



**Details for "ABC Company vs. 123 Corporation"**

Invoice Detail Matter Tax Detail Invoice Allocation Invoice Approval

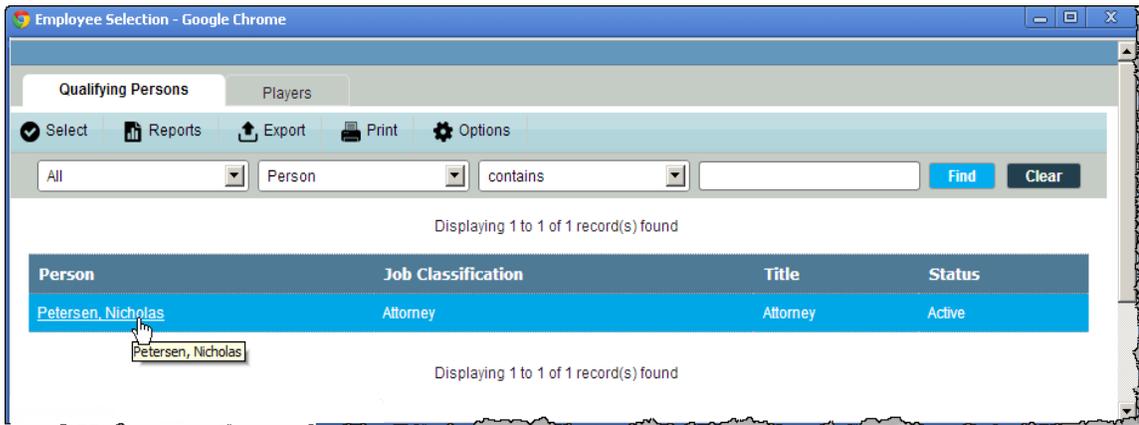
New Delete Reports Export Print Tax Info Options

Line Item Date equals

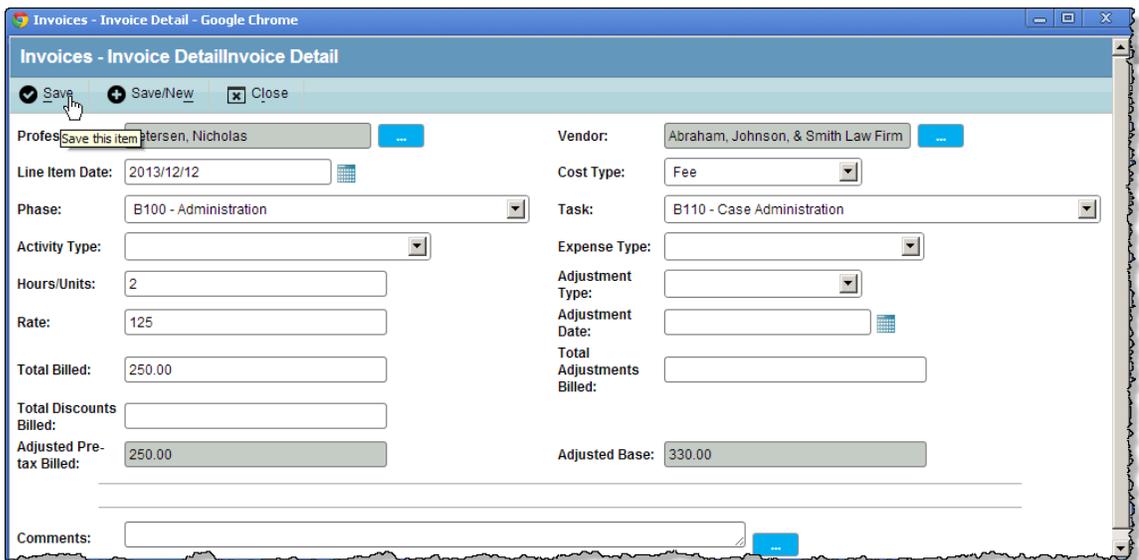
Displaying 1 to 3 of 3 record(s) found

Rate	Line Item Date	Cost Type	Professional	Hours/Units	Total Billed	Total Discounts Billed	Total Adjustments Billed
	2011/01/14	Expense	Petersen, Nicholas		57.78		3.00
500	2011/01/13	Fee	Petersen,		2,000.00		

- Click the  button in the Professional field. The names available in the Professional field are employees of the vendor company (this relationship is established through the **Employment** tab in the People module). Click on person to select that person.



- Enter other information as needed.



**i** The discount amount must be specified with a minus sign to ensure that the amount will be subtracted from the invoice amount.

- Click the  **Save** button to save your changes.

**i** If auto-load has been configured to automatically populate approvers, this method of invoice entry will not auto-load the approvers. To do so, click the **Defaults** button on the **Invoice Approval** subtab on the **Matter** tab after entering all line items.

# Applying Taxes to Invoices

When importing both LEDES 1998BI and LEDES 2000 invoices, tax information in these files will be added to eCounsel for a single taxing jurisdiction. When manually entering or editing invoices, beginning with Service Pack 12, multiple jurisdiction taxes are supported for the same Tax ID. You must calculate the taxes on each matter tax detail record initially and when any new line items are added to the invoice. The tax information can be filtered by jurisdiction company on the Invoices **Summary** page.

## Viewing Tax Information

Taxes for an invoice can be imported from a LEDES 1998BI or LEDES 2000 invoice file or can be entered manually.

### To View Tax Information on an Invoice Summary:

1. Open the Invoices module.
2. Create an invoice or open an existing invoice.
3. If the *Always open matters with the summary view open* checkbox has been selected for invoice preferences, the Invoice Summary page will open. If not, click the **Summary** tab to open the page.



On the **Invoice Summary** page, tax amounts are displayed at the invoice and matter levels. An indication of whether an invoice line item is taxable is available in the *Details* area. Beginning with Service Pack 12, you can filter taxes by the jurisdiction country.

**eCounsel** Tools | Help | Logout

Home Matters People Entities **Invoices** Calendar Reports Search Wizards Notes Analysis Center

**Invoices - Entity Allocation Taty**

Edit Print E-mail Reject Adjustment Approve Reports Previous Next Refresh Invoice

Number of line item warnings: 0

Entity Allocation Taty

Invoice Date	Invoice Number	P.O. Number	Service Range	Invoice Status	Exported Date
25/2019/09	R-ALL-01		01/2018/05 through 30/2018/05	In Process	

Billed Currency				Base Currency		
Original	Discounts	Adjustments	Adjusted Pre-tax	Tax	Adjusted	Adjusted Base
1,000.00 ( Canadian Dollar - CAD )	0.00	0.00	1,000.00	120.00	1,120.00	1,120.00 ( US Dollars - USD )

**Comments:**  
Jonathan Lessard\_Retention ID #2018NAM009778\_Contact: Josee Royer

Matter	Selected Tax Country	Billed Currency Pre-tax	Base Currency Pre-tax
Matter Allocation Taty(MALL-01)		1,000.00	1,000.00
Total Fees		1,000.00	1,000.00
Total Expenses		0.00	0.00
Total Other		0.00	0.00
<b>Matter Total</b>		<b>1,000.00</b>	<b>1,000.00</b>

Tax Type	Tax Rate	Taxable Fees	Tax on Fees	Taxable Expenses	Tax on Expenses	Tax Country
PST - Provincial Sales Tax	0.1	1,000.00	100.00			BS Bahamas
GST - Goods and Services Tax	0.02	1,000.00	20.00			FR France

Approvals (add) As of 11/19/2019, 1:03:02 PM

Approver/Reviewer	Status	Entity	Percentage	Billed Amount	Base Amount
Tobar_Taliana	Pending <b>Approve</b>	Anava_Sofia	40%	448.00	\$448.00
Anava_Sofia	Pending	Entity Allocation Taty	40%	448.00	\$448.00
Entity Allocation Taty	Pending	Tobar_Taliana	25%	280.00	\$280.00
<b>Total Allocations</b>			<b>105%</b>	<b>1,176.00</b>	<b>\$1,176.00</b>

**Details** All

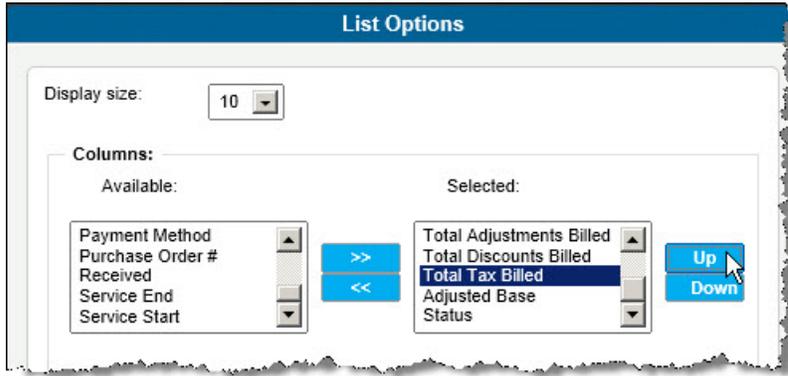
Expand Comments

Date	Type	Task/Expense Code	Professional(Rate)	Billed Currency				Taxable	Base Currency	
				Original	Discount	Adjustment	Adjusted Pre-tax		Amount	Amount
23/2019/05	Fee		(1 hours/units @ 200)	200.00			200.00	I		200.00
Legal and case law review re: employment injury (bilateral tendinitis) for J. Gervais;										
23/2019/05	Fee		(0.5 hours/units @ 200)	100.00			100.00	I		100.00
Legal and case law review re: employment injury (bilateral tendinitis) for J. Gervais;										
23/2019/05	Fee		(2 hours/units @ 200)	400.00			400.00	I		400.00
Legal and case law review re: employment injury (bilateral tendinitis) for J. Gervais;										
23/2019/05	Fee		(1 hours/units @ 100)	100.00			100.00	I		100.00
Legal and case law review re: employment injury (bilateral tendinitis) for J. Gervais;										
23/2019/05	Fee		(2 hours/units @ 100)	200.00			200.00	I		200.00
Legal and case law review re: employment injury (bilateral tendinitis) for J. Gervais;										
				<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>			<b>1,000.00</b>

**Documents**  
Ledes98b|Ledes98b|

### To View Taxes on the Invoices List Page:

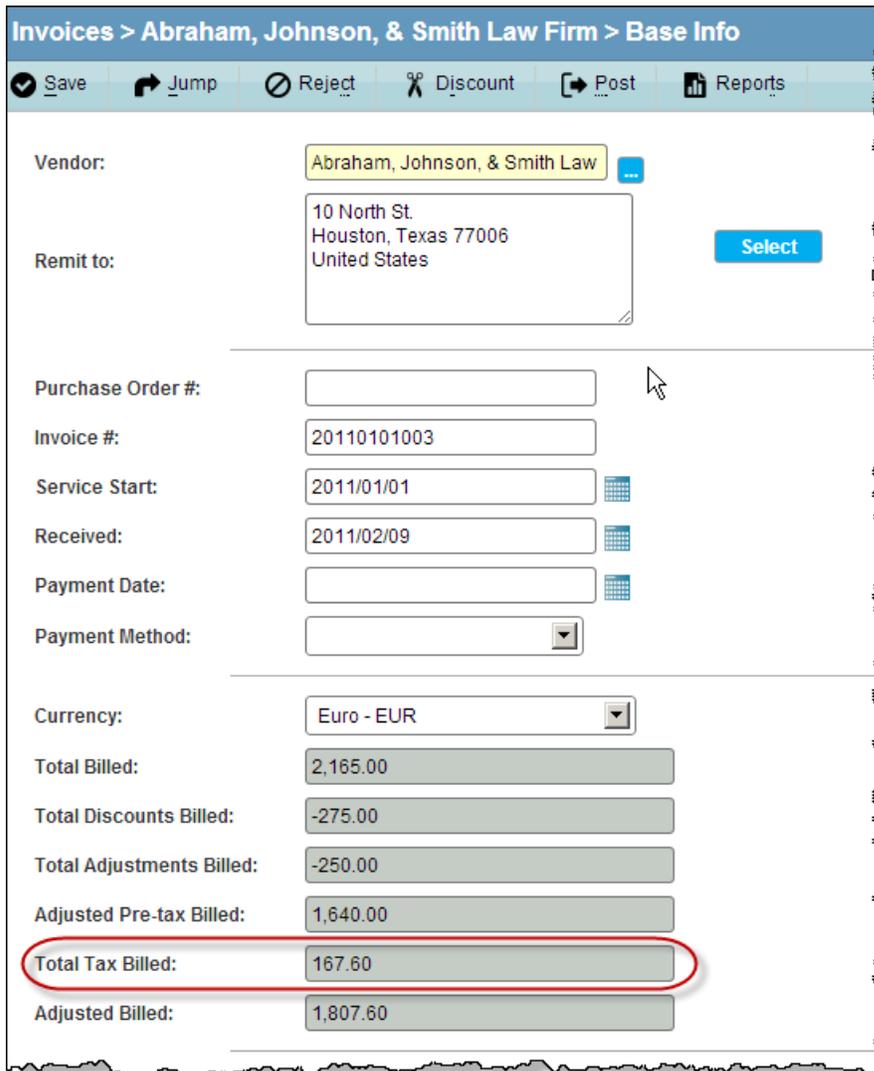
On the **Invoices List** page, add the Total Tax Billed column to the invoices grid.



The 'List Options' dialog box is shown with a display size of 10. Under the 'Columns' section, the 'Available' list contains: Payment Method, Purchase Order #, Received, Service End, and Service Start. The 'Selected' list contains: Total Adjustments Billed, Total Discounts Billed, Total Tax Billed (highlighted), Adjusted Base, and Status. Navigation buttons '>>', '<<', 'Up', and 'Down' are visible.

### To View Taxes on the Invoices Base Info Tab:

A Total Tax Billed field displays on the **Base Info** tab that displays the taxes from all line items on all matters.



The 'Base Info' tab for an invoice is shown. The vendor is 'Abraham, Johnson, & Smith Law' with address '10 North St, Houston, Texas 77006, United States'. The invoice number is 20110101003, service start is 2011/01/01, and received date is 2011/02/09. The currency is Euro - EUR. The total billed is 2,165.00, total discounts billed is -275.00, total adjustments billed is -250.00, adjusted pre-tax billed is 1,640.00, and total tax billed is 167.60 (circled in red). The adjusted billed amount is 1,807.60.

Vendor:	Abraham, Johnson, & Smith Law
Remit to:	10 North St Houston, Texas 77006 United States
Purchase Order #:	
Invoice #:	20110101003
Service Start:	2011/01/01
Received:	2011/02/09
Payment Date:	
Payment Method:	
Currency:	Euro - EUR
Total Billed:	2,165.00
Total Discounts Billed:	-275.00
Total Adjustments Billed:	-250.00
Adjusted Pre-tax Billed:	1,640.00
Total Tax Billed:	167.60
Adjusted Billed:	1,807.60

**To View Taxes on the Invoices Matter Tab:**

A Total Tax Billed column displays on the matters grid that displays the taxes apportioned to the matter for all line items that are taxable. In the invoice detail grid, the Taxable field indicates if a line item is taxable.

**Invoices > Abraham, Johnson, & Smith Law Firm > Matter**

Matter Name  contains

Displaying 1 to 1 of 1 record(s) found

Matter Name	Matter Number	Currency	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Total Tax Billed	Adjusted Billed	Adjusted Base
ABC Corporation vs. 123 Company	03-2009-3	Euro - EUR	2,165.00	0.00	-250.00	1,915.00	167.60	2,082.60	\$2,749.03
Invoice Amount: 2,165.00			2,165.00*	0.00*	-250.00*	1,915.00*	167.60*	2,082.60*	2,749.03*

Displaying 1 to 1 of 1 record(s) found

**Details for "ABC Corporation vs. 123 Company"**

Line Item Date  equals

Displaying 1 to 4 of 4 record(s) found

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
01/15/2011	Fee	Petersen, Nicholas	3	250	750.00			750.00	\$990.00	Yes
01/22/2011	Fee	Petersen, Nicholas	5	250	1,250.00		-250.00	1,000.00	\$1,320.00	Yes
01/22/2011	Expense		100	0.15	15.00			15.00	\$19.80	Yes
01/25/2011			3	50	150.00			150.00	\$198.00	Yes
					2,165.00*	0.00*	-250.00*	1,915.00*	\$2,527.80*	

## To View Taxes on the Matters Costs Tab:

The Total Tax Billed column displays by default on the costs grid.

Matters > ABC Corporation vs. 123 Company (03-2009-3) > Costs

Jump Reports Export Print Options

All Date greater than Find Clear

Displaying 1 to 3 of 3 record(s) found

Date	Vendor	Invoice #	Status	Currency	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Total Tax Billed	Adjusted Billed	Adjusted Base
2009/05/11	ABC Corporation	1234567	In Process	US Dollars	1,000.00	-50.00	0.00	950.000		950.000	\$950.00
2011/02/09	Abraham, Johnson, & Smith Law Firm	20110101003	In Process	Euro - EUR	2,165.00	-275.00	-250.00	1,640.000	167.600	1,807.600	\$2,164.80
2013/01/15	Abraham, Johnson, & Smith Law Firm	20120201005	In Process	British Pound - GBP	300.00	25.00	25.00	350.000		350.000	\$0.00
					3,465.000*	-300.000*	-225.000*	2,940.000*	167.600*	3,107.600*	Invoice Total: \$3,114.800*

## Creating a Tax Jurisdiction Record

Taxes include the tax identifier for the taxing jurisdiction. These records are matter- and line item-specific and can be created from the **Invoice Detail** subtab on the **Matter** tab of an invoice. Multiple tax jurisdictions can be entered using the steps below.

### To Create a Tax Jurisdiction Record:

1. Create an invoice or open an existing invoice.
2. Click on the **Matter** tab.
3. On the **Invoices Detail** subtab in the *Details* area, select a line item for which the taxes are applicable.
4. Click the **\$ Tax Info** button.

Details for "ABC Corporation vs. 123 Company"

Invoice Detail Matter Tax Detail Invoice Allocation Invoice Approval View All Records

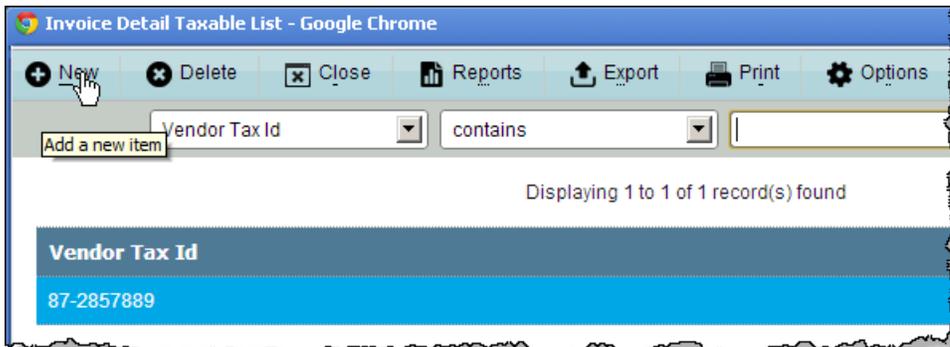
New Delete Reports Export Print **\$ Tax Info** Options Refresh Invoice

Line Item Date equals Find Clear

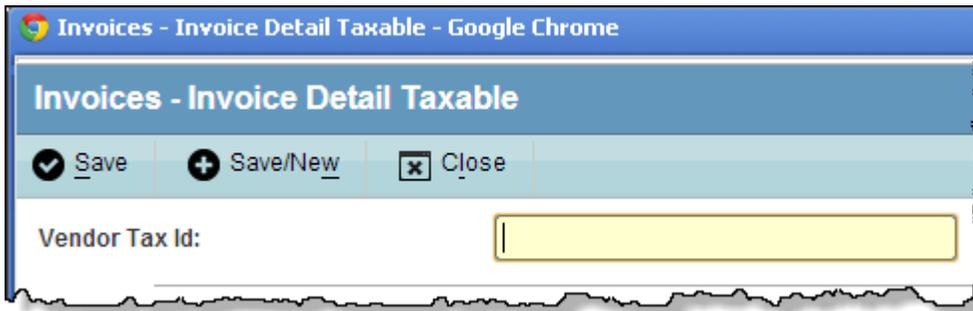
Previous 1 2 Next | Displaying 1 to 5 of 6 record(s) found

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
2011/01/15	Fee	Petersen, Nicholas	3	250	750.00			750.00	\$990.00	Yes
2011/01/22	Fee	Petersen, Nicholas	5	250	1,250.00		-250.00	1,000.00	\$1,320.00	Yes

- On the **Invoice Detail Taxable List** dialog box, click **+ New**.



- On the **Invoice Detail Taxable** dialog box, type the tax identifier for the vendor.



- Click **Save**.

Repeat these steps for each line item that is taxable. Once the tax information is recorded, the Taxable column for each affected line item will be “Yes”.

## Adding Tax Information for a Jurisdiction

Once you have added a tax jurisdiction, you can add tax information for each jurisdiction on the **Matter Tax Detail** subtab on the **Matter** tab.

### To Create a Tax Detail Record:

- Create an invoice or open an existing invoice.
- Click on the **Matter** tab.
- In the *Details* area, click on the **Matter Tax Detail** subtab.
- Click **+ New**.



5. On the **Matter Tax Detail** dialog box, select the vendor tax identifier from the menu. Beginning with Service Pack 12, multiple tax detail records can be created for each vendor tax identifier.
6. Select the type of tax for the jurisdiction and the country for which the tax is due.
7. Type a percentage rate for the tax in the Rate text box. Enter the number as a decimal number up to 1.0 (for example, a tax of 8.75% would be entered as 0.875).

**Invoices - Matter Tax Detail**

Save Save/New Close

Vendor

Tax Type:  Tax Rate:

Tax Country:  Tax Locality:

Taxable Billed Fees:  Total Tax Fees:

Taxable Billed Expenses:  Total Tax Expenses:

8. Enter the following:
  - Enter the total of fees that will be taxed (in the currency in which the fees are being billed from the vendor) in the Taxable Billed Fees text box.
  - Multiply the Taxable Billed Fees by the Rate, and enter in the Total Tax Fees text box.
  - Enter the total of expenses that will be taxed (in the currency in which the expenses are being billed from the vendor) in the Taxable Billed Expenses text box.
  - Multiply the Taxable Billed Expenses by the Rate, and enter in the Total Tax Expenses text box.
9. Click  Save.

## Updating Tax Information for a Jurisdiction

If the line item fees or expenses are changed due to adjustments or discounts, you must manually recalculate the taxes on the fees and expenses.

### To Modify a Tax Detail Record:

1. On the **Matter Tax Detail** subtab in the *Details* area for the invoice, select the matter tax detail record to be modified.

Vendor Tax ID	Tax Rate	Tax Type	Taxable Billed Fees	Total Tax Fees	Taxable Billed Expenses
87-2857889	0.0875	GST - Goods and Services Tax	1,750.00	153.16	165.00
Total Tax: 87-2857889			1,750.000*	153.160*	165.000*
167.600					

2. On the **Matter Tax Detail** dialog box, change the values for the following if applicable:
  - The total of fees that will be taxed (in the currency in which the fees are being billed from the vendor).
  - The recalculated total tax on fees.
  - The total of expenses that will be taxed (in the currency in which the expenses are being billed from the vendor).
  - The recalculated total tax on expenses.

**Invoices - Matter Tax Detail**

Save Save/New Close

Vendor: 87-2857889

Tax Type: GST - Goods and Services Tax Tax Rate: 0.0875

Tax Country: GB United Kingdom Tax Locality:

Taxable Billed Fees: 1,750.00 Total Tax Fees: 153.16

Taxable Billed Expenses: 165.00 Total Tax Expenses: 14.44

3. Click **Save**.

# Applying Discounts to Invoices

The following describes how discounts can be specified for invoices added to eCounsel:

- Importing LEDES 1998B or 1998BI invoices using the Corridor Website (Smart Invoice Web task), the eBillingHub® (Smart Invoice Web task), or manual import in eCounsel – positive/negative discount amounts must be specified in order for the amounts to be added to/subtracted from the invoice amount. (See “Submitting Invoices with Discounts” below.)
- Importing LEDES 2000 invoices using the Corridor Website (Smart Invoice Web task), the eBillingHub® (Smart Invoice Web task), or manual import in eCounsel – the discount amount is not retrieved from the Discount\_Amount field, but is calculated from the difference between the Base\_Amount and Total\_Amount fields. If the difference is positive, the discount amount will be a positive number; if the difference is negative, the discount amount will be a negative number. (See “Submitting Invoices with Discounts” below.)
- Manually entering an invoice in eCounsel – positive/negative discount amounts must be specified in order for the amounts to be added to/subtracted from the invoice amount. (See “Manually Adding an Invoice” on page 57.)
- Manually entering an invoice into the Corridor Website – any discount amount entered as a positive number will be subtracted from the invoice amount as long as the total amount is less than the base amount. (See the *Corridor Invoice Submission Guide for Vendors/Law Firms.*)

## Submitting Invoices with Discounts

The LEDES format used by the law firm/vendor determines how line item vs. invoice-level discounts may be submitted and subsequently imported into eCounsel. The *LEDES 1998B Field Specification*, *LEDES 1998BI Field Specification*, and *LEDES 2000 (L2K) XML Format* documents published by the LEDES organization (<http://www.ledes.org>) were used as references.

### To Include a Discount in a LEDES 1998B or 1998BI File:

Discounts may be input on individual fee line items and are indicated in the Line\_Item\_Adjustment\_Amount field. For example, if a timekeeper had a billing rate of \$200 per hour and he/she worked on a matter for two hours, but the client is entitled to a 10 percent discount on that person’s time, the associated field values (among others) would be as follows:

Field Name	Field Value
EXP/FEE/INV_ADJ_TYPE	F
LINE_ITEM_NUMBER_OF_UNITS	2
LINE_ITEM_ADJUSTMENT_AMOUNT	-40
LINE_ITEM_TOTAL	360
LINE_ITEM_UNIT_COST	200

Discounts also may be input as invoice-level adjustments and **must be entered as a separate line item** with the EXP/FEE/INV\_ADJ\_TYPE field indicating either an invoice-level adjustment to fees (IF) or an invoice-level adjustment to expenses (IE). The value for the discount is entered in the LINE\_ITEM\_ADJUSTMENT\_AMOUNT field. **However, eCounsel imports the IF line as an invoice-level fee discount and an IE line as a line item expense discount.**

Thus, an invoice-level adjustment in the amount of -\$4,000 on fees (i.e., an invoice-level discount) would have the following field values (among others):

Field Name	Field Value
EXP/FEE/INV_ADJ_TYPE	IF
LINE_ITEM_ADJUSTMENT_AMOUNT	-4000
LINE_ITEM_TOTAL	-4000

The assumption is that each invoice in the LEDES 1998B or 1998BI file will contain only one IF line and only one IE line. If more than one invoice-level discount line on fees is found, the invoice will be rejected. An example file with an invoice-level discount is as follows:

```
LEDES1998B[]
INVOICE_DATE|INVOICE_NUMBER|CLIENT_ID|LAW_FIRM_MATTER_ID|INVOICE_TOTAL|BILLING_START_DATE|
BILLING_END_DATE|INVOICE_DESCRIPTION|LINE_ITEM_NUMBER|EXP/FEE/INV_ADJ_TYPE|
LINE_ITEM_NUMBER_OF_UNITS|LINE_ITEM_ADJUSTMENT_AMOUNT|LINE_ITEM_TOTAL|LINE_ITEM_DATE|
LINE_ITEM_TASK_CODE|LINE_ITEM_EXPENSE_CODE|LINE_ITEM_ACTIVITY_CODE|TIMEKEEPER_ID|
LINE_ITEM_DESCRIPTION|LAW_FIRM_ID|LINE_ITEM_UNIT_COST|TIMEKEEPER_NAME|
TIMEKEEPER_CLASSIFICATION|CLIENT_MATTER_ID[]
20090930|FPM005|12-9876543|LIT_001_2009|6000.00|20090901|20090930|Billing on 123 Partnership
v. ABC Company|1|F|50||10000.00|20090927|P240||A103|TK001|Preparation and review|
45-6666890|200.00|Ford, Barbara|OC|LIT_001_2009[]
20090930|FPM005|12-9876543|LIT_001_2009||20090901|20090930|Billing on 123 Partnership v. ABC
Company|2|IF||-4000.00|-4000.00|20090930|||TK001|Invoice Discount|45-6666890||
Ford, Barbara|OC|LIT_001_2009[]
```

### To Include a Discount in a LEDES 2000 File:

Discounts may be input on individual fee or expense line items and are indicated by the difference between the Base\_Amount and Total\_Amount fields. For example, if a timekeeper had a billing rate of \$200 per hour and he/she worked on a matter for two hours, but the client is entitled to a 10 percent discount on that person’s time, the associated field values (among others) would be as follows:

Field Name	Field Value
Units	2
Rate	200.00
Base_Amount	400.00
Discount_Type	Percent or Flat or ""
Discount_Amount	40.00
Total_Amount	360.00

Discounts also may be input as invoice-level discounts. *The LEDES standard specifies using the inv\_generic\_discount field in the INVOICE segment; however, eCounsel does not support this standard.* eCounsel requires that invoice-level fee discounts be entered as a separate line item. Therefore, the following format is recommended for an invoice-level discount in the amount of -\$4000 on fees:

Field Name	Field Value
Units	0 (import task expects a number)
Rate	0 (import task expects a number)
Base_Amount	0
Discount_Type	Percent or Flat
Discount_Amount	4000.00
Total_Amount	-4000.00

The assumption is that each invoice in the LEDES 2000 file will contain only one invoice-level discount line on fees. If more than one invoice-level discount line on fees is found, the invoice will be rejected. An example file with an invoice-level discount is as follows:

```
- <fee>
  <charge_date>20090824</charge_date>
  <tk_id>tk002</tk_id>
  <charge_desc>Invoice-level discount</charge_desc>
  <charge_type>U</charge_type>
  <units>0</units>
  <rate>0</rate>
  <base_amount>0</base_amount>
  <discount_type>Flat</discount_type>
  <discount_amount>4000.00</discount_amount>
  <discount_percent>0</discount_percent>
  <total_amount>-4000.00</total_amount>
</fee>
```

## Viewing Discount Information

Two types of discounts can be viewed:

- Invoice-level discounts – Only one discount, apportioned across all matters for the invoice, is allowed per invoice. The Adjustment Type field for an invoice-level discount amount will have the value “Invoice Level Discount” with a fee percent discount having the value “Fee Percent Discount”.
- Line item discounts – An unlimited number of line item discounts may be applied to each matter for an invoice.

### To View Discounts on an Invoice Summary:

1. Open the Invoices module.
2. Create an invoice or open an existing invoice.

3. If the *Always open matters with the summary view open* checkbox has been selected for invoice preferences, the Invoice Summary page will open. If not, click the **Summary** tab to open the page. On the **Invoice Summary** page, discount amounts are displayed in two areas on the page:

**Invoices - Ford, Perkins & Murphy, Attorneys At Law**

Edit Print E-mail Reject Discount Approve Reports Refresh Invoice

[Ford, Perkins & Murphy, Attorneys At Law](#)  
2300 Broadway  
Suite 300  
Houston, Texas 77001

Invoice Date	Invoice Number	P.O. Number	Service Range	Invoice Status
01/15/2013	20130115		01/01/2013 through 01/15/2013	In Process

Billed Currency				Base Currency		
Original	Discounts	Adjustments	Adjusted Pre-tax	Tax	Adjusted	Adjusted Base
1,757.45 (US Dollars)	-150.00	0.00	1,607.45		1,607.45	1,607.45 (US Dollars)

**Matter**  
[ABC vs. XYZ \(23-0100-1\)](#)  
[Click here for matter-specific analysis](#)

	Billed Currency Pre-tax	Base Currency Pre-tax
Total Fees	1,350.00	1,350.00
Total Expenses	257.45	257.45
Total Other	0.00	0.00
<b>Matter Total</b>	<b>1,607.45</b>	<b>1,607.45</b>

**Matter Tax in Billed Currency**

Tax Type	Tax Rate	Taxable Fees	Tax on Fees	Taxable Expenses	Tax on Expenses	Tax Country
Approvals (add) As of Monday, January 21, 2013 4:10:22 PM						
Approver/Reviewer			Status	Entity Percentage		Billed Amount Base Amount

**Details** All

[Expand Comments](#)

Date	Type	Task/Expense Code	Professional (Rate)	Billed Currency			Base Currency		
				Original	Discount	Adjustment	Adjusted Pre-tax	Taxable	Amount
01/09/2013	Fee			1,500.00			1,500.00	E	1,500.00
01/09/2013	Expense			257.45			257.45	E	257.45
01/21/2013	Fee				-150.00		-150.00	E	-150.00
Invoice reduction by 10%									
				1,757.45	-150.00	0.00	1,607.45		1,607.45

## To View Discounts on the Invoices List Page:

A Total Discounts column displays on the invoices grid as shown below:

**Invoices**

+ New   × Delete   Import   Export   Print   Options

All Invoices   Vendor   contains   Find   Clear

Previous 1 2 3 4 5 Next | Displaying 1 to 10 of 47 record(s) found

Vendor	Invoice #	Transaction #	Date	Total Billed	Total Adjustments Billed	Total Discounts Billed	Adjusted Base	Status
▶ Abraham, Johnson, & Smith Law Firm	20120201005	20120201005	01/15/2013	2,004.45	0.00	1,180.00	0.00	In Process
▶ Ford, Perkins & Murphy, Attorneys At Law	20130115	20130115	01/15/2013	1,757.45	0.00	-150.00	1,607.45	In Process
▶ LMNO Company, L.L.C.	LMNO-001		10/10/2012	12,900.00	0.00	0.00	12,900.00	In Process
▶ Abraham, Johnson, & Smith Law Firm	20120101005	20120101005	01/01/2012	7,000.00	0.00	0.00	7,000.00	In Process
▶ Azul Mesa Company	111111-1		05/01/2011	1,500.00	-50.00	-100.00	1,350.00	In Process
▶ Abraham, Johnson, & Smith Law Firm	238740238		03/17/2011	2,850.00	0.00	0.00	4,044.64	In Process
▶ Abraham, Johnson, & Smith Law Firm	20110101003	20110101003	02/09/2011	2,165.00	-250.00	-275.00	2,386.03	In Process
▶ Abraham, Johnson, & Smith Law Firm	20110201004	20110201004	02/01/2011	1,754.45	0.00	1,180.00	0.00	In Process
▶ Abraham, Johnson, & Smith Law Firm	20110101001	20110101001	02/01/2011	1,754.45	0.00	1,180.00	0.00	In Process
▶ Abraham, Johnson, & Smith Law Firm	20110101002		01/17/2011	2,057.78	0.00	-200.00	2,452.27	In Process

Previous 1 2 3 4 5 Next | Displaying 1 to 10 of 47 record(s) found

### To View Discounts on the Invoices Base Info Tab:

A Total Discounts field displays on the **Base Info** tab that displays the invoice-level discount apportioned to the matter or totals all line item discounts.

Invoices > Ford, Perkins & Murphy, Attorneys At Law > Base Info

Save Jump Reject Discount Post Reports

Vendor: Ford, Perkins & Murphy, Attorneys /  
2300 Broadway  
Suite 300  
Houston, Texas 77001

Remit to: [Select]

Purchase Order #: [ ] Transaction #: 20130115  
Invoice #: 20130115 Date: 01/15/2013  
Service Start: 01/01/2013 Service End: 01/15/2013  
Received: 01/15/2013 Hold Date: [ ]  
Payment Date: [ ] Payment Amount: [ ]  
Payment Method: [ ] Check Number: [ ]

Currency: US Dollars Conversion Rate: [ ]  
Total Billed: 1,757.45 Internal [ ]  
**Total Discounts Billed: -150.00** Status: In Process  
Total Adjustments Billed: 0.00  
Adjusted Pre-tax Billed: 1,607.45  
Total Tax Billed: [ ]  
Adjusted Billed: 1,607.45 Adjusted Base: 1,607.45

Comments: [ ]

### To View Discounts on the Invoices Matter Tab:

A Discount Amount column displays on the matters grid that displays the invoice-level discount apportioned to the matter or totals all line item discounts. In the invoice detail grid, the Discount Amount field shows the amount of the discount for each individual line item.

**Invoices > Ford, Perkins & Murphy, Attorneys At Law > Matter**

Matter Name  contains

Displaying 1 to 1 of 1 record(s) found

Matter Name	Matter Number	Currency	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Total Tax Billed	Adjusted Billed	Adjusted Base
ABC vs. XYZ	23-0100-1	US Dollars	1,757.45	-150.00	0.00	1,607.45		1,607.45	\$1,607.45
Invoice Amount: \$1,757.45			1,757.45*	-150.00*	0.00*	1,607.45*	0.00*	1,607.45*	\$1,607.45*

Displaying 1 to 1 of 1 record(s) found

**Details for "ABC vs. XYZ"**

Line Item Date  equals

Displaying 1 to 3 of 3 record(s) found

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
01/09/2013	Fee				1,500.00			1,500.00	\$1,500.00	No
01/09/2013	Expense				257.45			257.45	\$257.45	No
01/21/2013	Fee					-150.00		-150.00	\$-150.00	No
					1,757.45*	-150.00*	0.00*	1,607.45*	\$1,607.45*	

Displaying 1 to 3 of 3 record(s) found

## To View Discounts on the Matters Costs Tab:

Discount Amount columns may be added to the grids on the **Costs** tab in the Matters module by clicking the **Options** button on either the costs or cost detail grids.

Matters > ABC Corporation vs. 123 Company (03-2009-3) > Costs

Jump Reports Export Print Options

All Date greater than Find Clear

Displaying 1 to 3 of 3 record(s) found

Date	Vendor	Invoice #	Status	Currency	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Total Tax Billed	Adjusted Billed	Adjusted Base
05/11/2009	ABC Corporation	123456	In Process	US Dollars	1,000.00	-50.00	0.00	950.00		950.00	\$950.00
02/09/2011	Abraham, Johnson, & Smith Law Firm	20110101003	In Process	Euro - EUR	2,165.00	-275.00	-250.00	1,640.00	167.60	1,807.60	\$2,164.80
01/15/2013	Abraham, Johnson, & Smith Law Firm	20120201005	In Process	British Pound - GBP	250.00	0.00	0.00	250.00		250.00	\$0.00
					3,415.00*	-325.00*	-250.00*	2,840.00*	167.60*	3,007.60*	Invoice Total: \$3,114.80*

Displaying 1 to 3 of 3 record(s) found

Details for vendor invoice "123456"

Cost Detail View All Records

Reports Export Print Options

Line Item Date equals Find Clear

Displaying 1 to 1 of 1 record(s) found

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base
01/12/2010				\$		-50.00		-50.00	\$-50.00
					0.00*	-50.00*	0.00*	-50.00*	Total: \$950.00*

Displaying 1 to 1 of 1 record(s) found

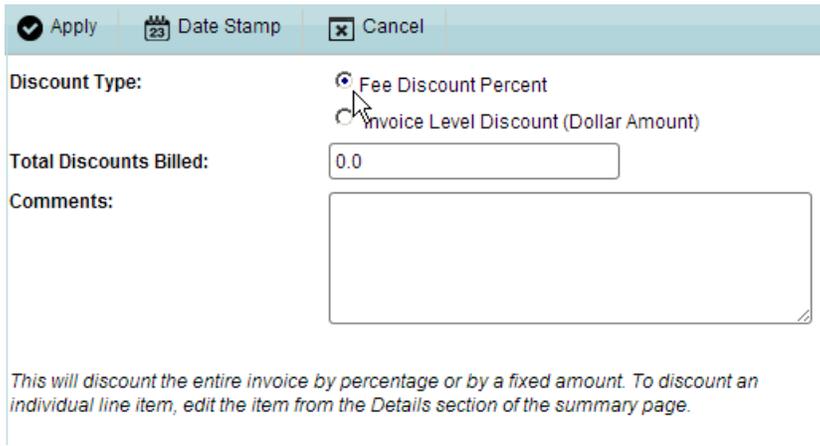
## Applying a Discount to an Invoice

Invoices can be discounted by a dollar amount applied to the invoice total or by a percentage applied to the original or adjusted amount for fees. The discounted amount can be added to the invoice or subtracted if a negative sign is added to the discount amount. The invoice must be allocated to a matter before a discount can be applied.

### To Discount an Invoice:

1. Open the Invoices module.
2. Create an invoice or open an existing invoice.
3. On the **Base Info** tab, click the **Discount** button.

4. **To apply a discount to the fee total:** Select the *Fee Discount Percent* option. The discount will be applied to the adjusted amount of the invoice. Fee discounts are calculated and then subtracted from the invoice amount.

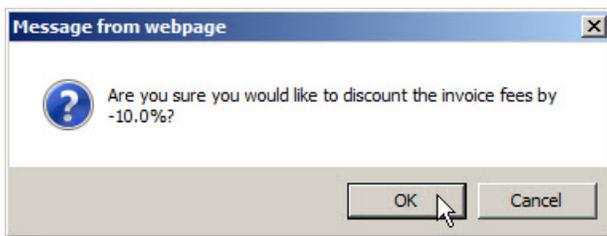


The screenshot shows a dialog box with a title bar containing 'Apply', 'Date Stamp', and 'Cancel' buttons. The 'Apply' button is checked. The 'Discount Type:' section has two radio buttons: 'Fee Discount Percent' (selected) and 'Invoice Level Discount (Dollar Amount)'. Below this is a text input field for 'Total Discounts Billed:' containing '0.0'. There is a large empty text area for 'Comments:'. At the bottom, a note reads: 'This will discount the entire invoice by percentage or by a fixed amount. To discount an individual line item, edit the item from the Details section of the summary page.'

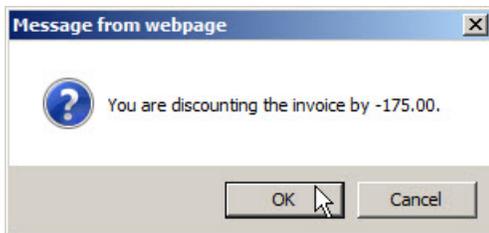
**i** The discount will be recalculated each time a fee line item changes on the invoice. For example, if a manual adjustment of  $-50.00$  is made to a fee line item, the discount will be recalculated based on the lower adjusted amount of the invoice.

**To apply a discount to the invoice total:** Select the *Invoice Level Discount* option and enter the dollar amount in the Discount Amount field. You must include a minus sign for the amount to be subtracted from the invoice.

5. Enter a reason for the discount in the Comments field.
6. Click **Apply**.
7. Click **OK** on the message confirming the invoice-level discount.



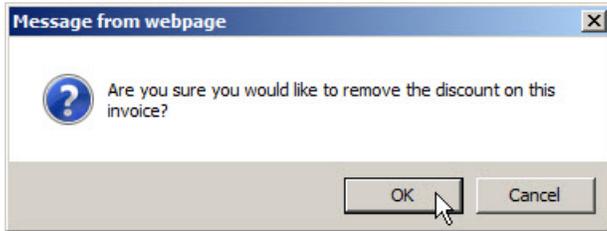
8. Click **OK** on the message informing you the amount the invoice will be discounted.



The discount amount will display as a separate line item on each matter of the invoice with the date the discount was applied.

### To Remove an Invoice-level Discount:

1. Open the Invoices module.
2. Open an existing invoice with an invoice-level discount.
3. On the **Base Info** tab, click the **Discount** button.
4. On the **Invoice Discount** dialog box, remove the text in the Discount Amount field.
5. Click **Apply**.
6. Click **OK** on the message confirming deletion of the invoice-level discount.



**i** If your access level allows, you also can delete invoice-level discounts from the **Matter** tab by deleting the invoice-level discount line item for a matter. Deleting the discount this way will remove all invoice-level discount line items for all matters for the invoice.

## Applying a Discount to an Existing Line Item

An existing invoice may need a discount applied directly to an existing fee or expense line item.

### To Apply a Discount to an Existing Line Item:

1. Open an existing invoice.
2. Click on the **Matter** tab.
3. Click on a line item on the **Invoice Detail** subtab in the *Details* area.

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
12/02/2013	Fee	Ford, Barbara A	4	125	500.00		50.00	550.00	\$6,050.00	No
					500.000*	0.000*	50.000*	550.000*	\$6,050.000*	

4. Type an amount to be added to the original amount in the Discount Amount field. You must include a minus sign for the amount to be subtracted from the invoice.

**Invoices - Invoice Detail**

Save (checked) Save/New Close

Professional: Barbara A. Vendor: ABC Corporation

Line Item Date: 12/02/2013 Cost Type: Fee

Phase: B100 - Administration Task: B110 - Case Administration

Activity Type: A101 Plan and prepare for Expense Type: E101 Copying

Hours/Units: 4 Adjustment Type: Reduced Expenses

Rate: 125 Adjustment Date: 06/01/2007

Total Billed: 500.00 Total Adjustments Billed: 50.00

Total Discounts Billed: -100 Adjusted Pre-tax Billed: 450.00

Adjusted Base: 4,950.00

Taxable: No  Do not display import warnings on Invoice Summary page

5. Click the  Save button to save your changes.

## Creating a Discount Line Item

An existing invoice may need a discount line item to be created for a single matter.

### To Create a Discount Line Item:

1. Open an existing invoice.
2. Click on the **Matter** tab.
3. Click on the **+ New** button in the *Details* area.
4. Enter the current date or the date the line item was authorized.

5. Type a positive/negative amount to be added to/subtracted from the original amount in the Discount Amount field.

The screenshot shows the 'Invoices - Invoice Detail' window. At the top, there are buttons for 'Save' (checked), 'Save/New', and 'Close'. Below this, the form is divided into two columns. The left column contains fields for 'Professional:', 'Line Item Date:' (12/19/2013), 'Phase:', 'Activity Type:', 'Hours/Units:', 'Rate:', 'Total Billed:' (0.00), 'Total Discounts Billed:' (-100), 'Adjusted Pre-tax Billed:' (-100.00), and 'Comments:'. The right column contains fields for 'Vendor:' (ABC Corporation), 'Cost Type:', 'Task:', 'Expense Type:', 'Adjustment Type:', 'Adjustment Date:', 'Total Adjustments Billed:', and 'Adjusted Base:' (-1,100.00). A red oval highlights the 'Total Discounts Billed' field, which contains the value '-100'. A tooltip 'Save this item' is visible over the 'Save' button.

6. Click the **Save** button to save the line item.

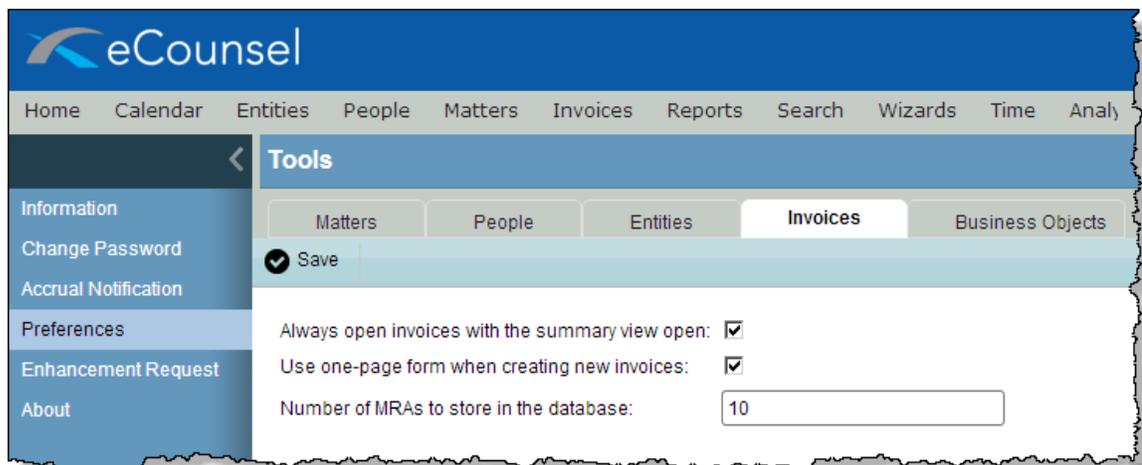
# Approving Invoices

## Setting Invoice Preferences

If you enable an option on the Invoices Preference settings on the **Tools** page, the **Summary** page will display when you click the vendor name on the **Invoices List** page. The page also can be accessed by clicking the **Summary** tab in the **Invoices Edit Mode**. If your company is using the Approver E-mail Notification task, the individual invoice links in the e-mail will open to the **Summary** tab.

### To Set Invoice Preferences:

1. Open eCounsel.
2. Click **Tools** on the menu bar.
3. On the **Tools** page, click on the **Preferences** tab.
4. On the **Preferences** tab, click on the **Invoices** settings.



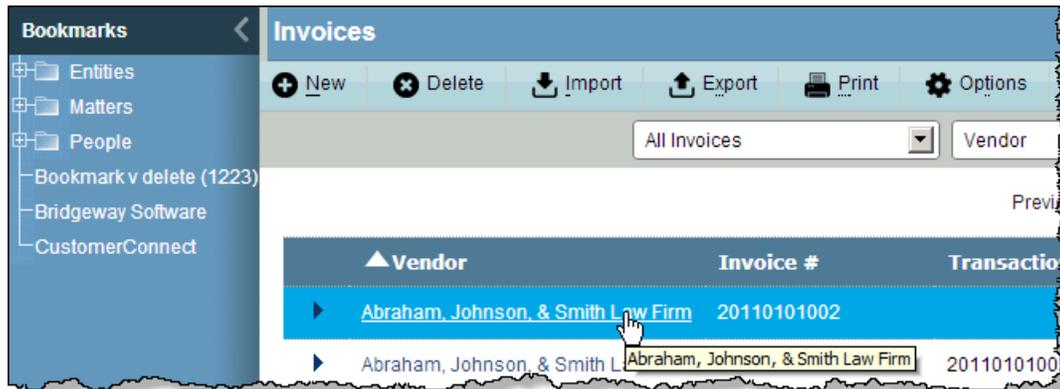
5. Select the *Always open invoices with the summary view open* checkbox. The setting is a user ID preference setting, not a system-wide setting.
6. Select the *Use one-page form when creating new invoices* checkbox to create invoices from a single dialog box.
7. Type a number to determine the number of most recently accessed records to display on the **Invoices List** page.
8. Click **Save**.

## Adjusting a Line Item on an Invoice

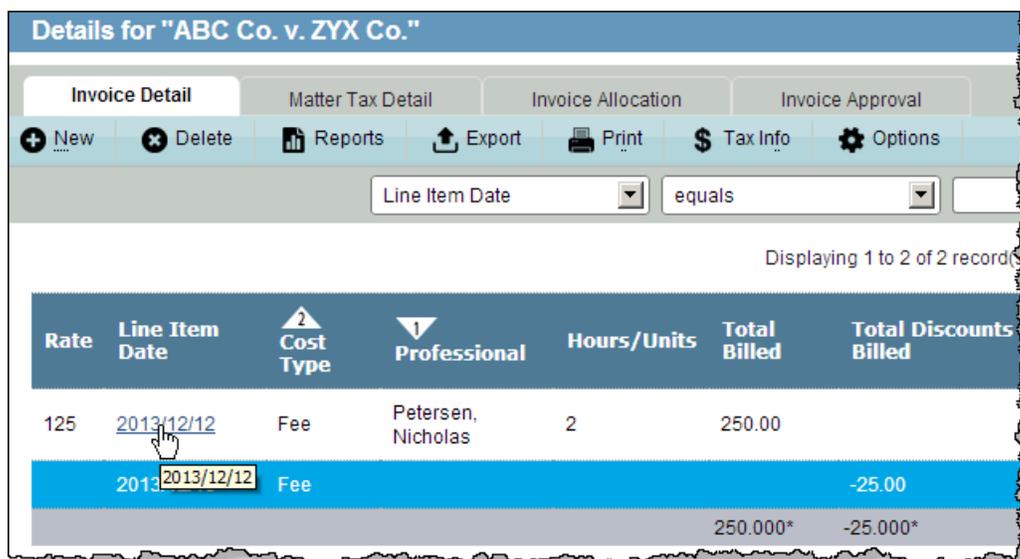
An existing invoice may need adjustments to the expense and fee line items for the invoice. Adjustments can be made using the instructions below.

### To Adjust Line Item Details:

1. Open an existing invoice.



2. Click on the **Matter** tab.
3. Click on a line item on the **Invoice Detail** subtab.



4. Make changes to the line item as needed.

The screenshot shows a web browser window titled "Invoices - Invoice Detail - Google Chrome". The page header is "Invoices - Invoice Detail". Below the header is a navigation bar with a checkmark icon, a "Save this item" button, a "+ Save/New" button, and a "Close" button. The main form area is divided into two columns. The left column contains fields for: "Profess" (with a dropdown menu showing "Petersen, Nicholas" and a "Save this item" button), "Line Item Date:" (2013/12/12), "Phase:" (B100 - Administration), "Activity Type:" (dropdown), "Hours/Units:" (2), "Rate:" (125), "Total Billed:" (250.00), "Total Discounts Billed:" (empty), "Adjusted Pre-tax Billed:" (250.00), and "Taxable:" (No). The right column contains fields for: "Vendor:" (Abraham, John), "Cost Type:" (Fee), "Task:" (B110 - Case Adr), "Expense Type:" (empty), "Adjustment Type:" (empty), "Adjustment Date:" (empty), "Total Adjustments Billed:" (empty), and "Adjusted Base:" (330.00).

5. Click the Save button to save your changes.

## Approving an Invoice

**i** If your System Administrator has activated the invoice approver timeout feature, you must indicate your approval of an invoice within the specified number of days. After the time has expired, the invoice will be passed to the next approver and “Timed-out” will be placed by your name in the *Approvals* area on the **Invoices Summary** page.

Also note the following:

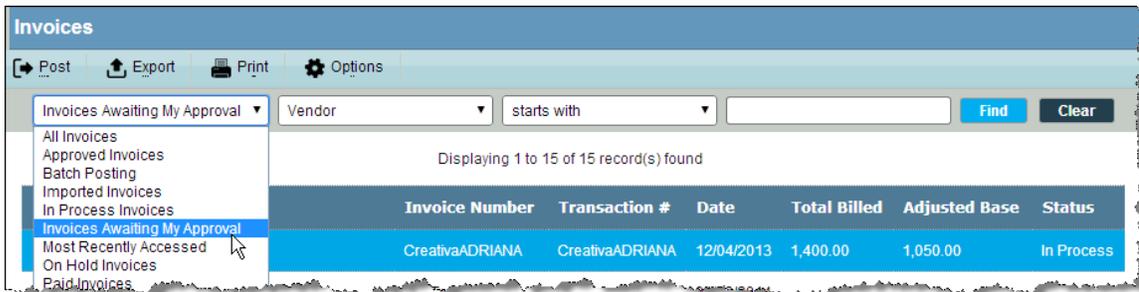
- If the System Administrator has activated the verify approver feature, an attempt will be made to match the logon ID of the current user to that of the approver. If there is no match, an error message will display.
- The Received Date and the Approved Date text boxes are automatically populated with the system date, but can be changed.
- If invoice logical group is enabled and a user who does not have access to a matter is explicitly assigned to approve an invoice for that matter, the Approver E-mail Notification task will send the user an e-mail from which he/she can access and approve the invoice. However, the invoice will display “Restricted Data” in areas that pertain to the matter.

### To Approve Multiple Invoices:

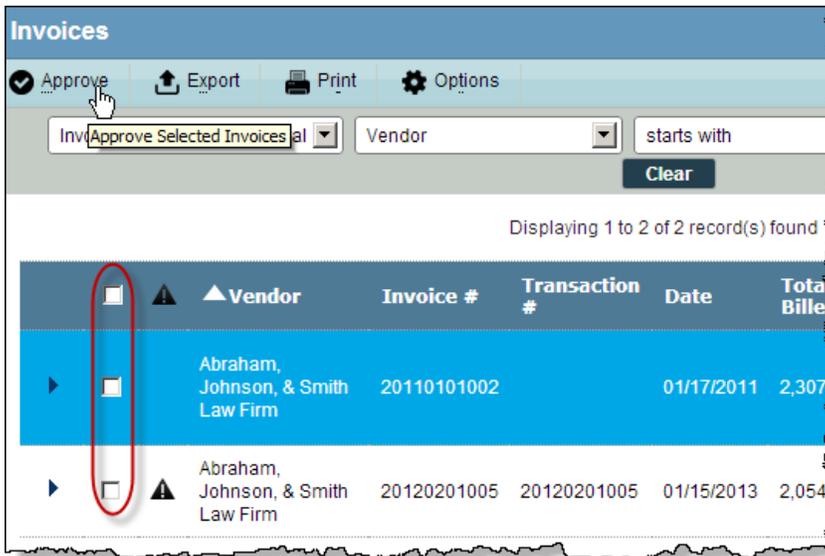
1. Open the Invoices module.

**i** If your company has implemented E-mail eInvoicing, click on the link that opens the general invoice approval screen from within the e-mail you received as notification. Login to eCounsel, then skip to Step 3.

- On the **Invoices List** page, click on the *Invoices Awaiting My Approval* filter, and click the **Find** button.



- Select the checkbox(es) of the invoices to be approved.



**i** The **!** icon next to an invoice indicates warnings are associated with the invoice.

- Click the **Approve** button.

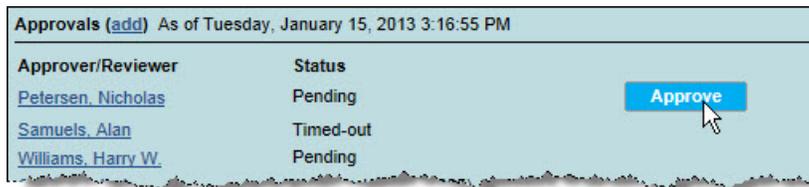
Optionally, to review a summary of the invoice, double-click on an invoice in Step 3. A new browser window will open to the **Invoices Summary** page for that invoice. Review the invoice, then click the **Approve** button if needed. Close the browser window. The *Invoices Awaiting My Approval* filter on the **Invoices List** page will remain open to select the next invoice to approve.

## To Approve a Single Invoice:

1. If the invoice record appears on your home page in the *Invoices Awaiting My Approval* widget, click the entry link to open the record. If the invoice record is not on your list open the Invoices module. Click on the record to open it.  
**i** If your company has implemented e-mail eInvoicing, click on the link that opens a specific invoice from within the e-mail you received as notification. Login to eCounsel.



2. If the **Invoices Summary** page doesn't automatically open, click the **Summary** tab.
3. Click **Approve**. If you have not been designated as an approver or the invoice is not in your queue to approve, you will not see the **Approve** button.



## Manually Rejecting an Invoice

Rejecting an invoice is not reversible. Also note that rejected invoices are not deleted. Therefore, if the invoice is reentered or reimported, a duplicate warning will display.

### To Reject an Invoice:

1. Open the Invoices module.
2. On the **Invoices List** page, click on an invoice to open it.
3. On the **Base Info** tab or **Invoices Summary** page, click the **Reject** button.



4. Enter the reason for the rejection as you want it to appear to the vendor/law firm in the Comments to send to Vendor text box. An e-mail message will be sent to the vendor/law firm notification e-mail address with these comments if Smart Invoice is enabled and the Smart Invoice Web task has been configured to do so.

**i** E-mail notifications of rejection of an invoice are sent to the notification e-mail address(es) as specified on the **Billing Info** tab of the vendor/law firm entity in eCounsel.

Apply Date Stamp Cancel

You are about to reject an invoice. Rejection comments can be internal comments only and/or comments to send to the vendor.

Comments to send to Vendor:

Invoice Comments:

5. Enter the reason for the rejection in the Invoice Comments text box. These comments will not be sent to the vendor/law firm, but will be stored as read-only in the database.
6. Click **Apply**.
7. Click **OK** on the confirmation message.

The status of the invoice will change to *Rejected* and the data entry fields will become read-only. The invoice approval workflow (for example, routing to approvers) will stop immediately.

# Understanding the eCounsel User Interface

## Invoices Summary Page

The **Invoices Summary** page, which facilitates cost management, allows you to view the invoice and approve the invoice directly from this page.

**eCounsel** Tools | Help | Logout

Home | Calendar | Entities | People | Matters | **Invoices** | Reports | Search | Wizards | Time | Analysis Center

**Invoices - Ford, Perkins & Murphy, Attorneys At Law**

Edit | Print | E-mail | Reject | Discount | Reports Refresh Invoice

**Ford, Perkins & Murphy, Attorneys At Law**  
800 Brazos  
Suite 100  
Austin, Texas 78701

Invoice Date	Invoice Number	P.O. Number	Service Range	Invoice Status
03/31/2009	12349	1234	03/01/2009 through 03/31/2009	In Process

Billed Currency						Base Currency	
Original	Discounts	Adjustments	Adjusted Pre-tax	Tax	Adjusted	Adjusted Base	
4,878.65 ( Canadian Dollar - CAD )	-520.37	-50.00	4,308.28		4,308.28	8,616.56 ( US Dollars )	

**Selected Matter**

ABC vs. XYZ (00012) Billed Currency Pre-tax: 3,783.280 | Base Currency Pre-tax: 7,566.560

[Click here for matter-specific analysis](#) | [Jump to matter](#)

Matter Tax in Billed Currency		Total Fees	Total Expenses	Total Other	Matter Total
		3,783.280	425.000	100.000	4,308.280
				200.000	8,616.560

Tax Type	Tax Rate	Taxable Fees	Tax on Fees	Taxable Expenses	Tax on Expenses	Tax Country
<b>Approvals</b> (add) As of 12/19/2013 1:40:26 PM						
Approver/Reviewer	Status	Entity		Percentage	Billed Amount	Base Amount
<a href="#">Williams, Harry W.</a>	Pending	<a href="#">ABC Corporation</a>		75%	3,231.21	\$6,462.42
<a href="#">Cagle, R. Jack</a>	Approved (04/06/2005)	<a href="#">ABC Retirement Plan Committee</a>		25%	1,077.07	\$2,154.14
<a href="#">Petersen, Nicholas</a>	Approved (10/17/2013)	<a href="#">Azul Mesa Company</a>		1.4%	60.32	\$120.63
<a href="#">Samuels, Alan</a>	Approved (11/19/2013)	<a href="#">Cagle, R. Jack</a>		2.5%	107.71	\$215.41
		<b>Total Allocations</b>		103.9%	4,476.310	\$8,952.600

**Details** All

[Expand Comments](#)

Date	Type	Task/Expense Code	Professional	(Rate)	Billed Currency			Base Currency	
					Original	Discount	Adjustment	Adjusted Pre-tax	Taxable
10/21/2009	Expense	E101 Copying			325.00			325.00	E 650.00
11/30/2009	Fee					-420.37		-420.37	E -840.74
Invoice-level discount on adjusted fees									
10/30/2009	Fee				0.00	-100.00		-100.00	E -200.00
	Expense	E103 Word processing			100.00			100.00	E 200.00
	Fee				100.00			100.00	E 200.00
	Discount				100.00			100.00	E 200.00
10/30/2009	Fee			<a href="#">Ford, Barbara A.</a> (31 hours/units @ 125)	3,875.00			3,875.00	E 7,750.00
10/14/2009	Fee			<a href="#">Ford, Barbara A.</a> (20 hours/units @ )	378.65	-50.00		328.65	E 657.30
					4,878.650	-520.370	-50.000	4,308.280	8,616.560

**Documents**

[Expenses\\_05\\_2009.xls](#)

From this page, you can:

- Print or e-mail a summary of the invoice.
- Discount, reject, or approve an invoice.
- Run cost management reports.
- Add approvers to the invoice.
- View a summary of timekeeper information for fees or expenses.
- Review line item warnings and make changes.
- Review other invoices for the vendor or the matter.

## Fields

Vendor – The name of the vendor and remittance address.

Invoice Date – The date of the invoice.

Invoice Number – An identifier for the invoice.

P.O. Number – An identifier for the purchase order.

Service Range – The date range over which the service was performed that is being billed.

Invoice Status – The status (such as *In Process*) of the invoice.

Billed Currency – Lists invoice amounts in the currency in which the vendor is billing the entity.

Original – The amount that the vendor is billing the company prior to any discounts, adjustments, and taxes.

Discounts – The total amount by which the invoice has been changed due to an invoice-level discount or discounts on line items.

Adjustments – Any additional changes to the original amount of the invoice.

Adjusted Pre-tax – The amount that the vendor is billing the company after any discounts and adjustments have been applied.

Tax – The amount of any taxes on fees and expenses.

Adjusted – The amount that the vendor is billing to the company after any taxes have been applied.

Base Currency – Adjusted Base – The adjusted amount of the invoice in the entity's base currency.

Warning – A highlighted warning appears if the invoice is not in balance when comparing the total invoice amount to the line item details. If invoice audit rules have been implemented as part of Smart Invoice, any invoice-level warnings will be reported in this area for imported invoices.

Matter – Lists the name of the matter for which the information shown applies. If the invoice is split across multiple matters, the matter names appear in a dropdown menu. Select a different matter to view the invoice detail for that matter.

Total Fees – The total amount of fees for the matter for the invoice.

Total Expenses – The total amount of expenses for the matter for the invoice.

Total Other – The total amount of other costs for the matter for the invoice. Any discounts will be reflected as "other".

Matter Total – The total amount for the matter for the invoice.

Matter Tax in Billed Currency – The amount of taxes in the currency in which the vendor is billing.

Tax Type – A categorization (such as *Federal*) for the tax.

Tax Rate – The percentage of the fees and expenses that will be included in the tax amount.

Taxable Fees – The total fees for which the tax is applicable.

Tax on Fees – The amount of taxes on fees (calculated by multiplying the tax rate by the taxable fees).

Taxable Expenses – The total expenses for which the tax is applicable.

Tax on Expenses – The amount of taxes on expenses (calculated by multiplying the tax rate by the taxable expenses).

Tax Country – The country for which the tax is applicable.

Approvals – Lists the approvers/reviewers and the status of the user for the invoice. Click the **Add** link to open the **Invoice Approval** dialog box to add another approver.

Approver/Reviewer – The name of the person reviewing the invoice. Click the **Approve** button next to any invoice for which you are an approver to approve the invoice.

Status – The status of the approval of the invoice.

Allocations – Lists the entities to which the invoice has been assigned with the ratio and amount of payment owed by each.

Entity – The name of the entity to which a portion of the invoice has been allocated.

Percentage – The percentage of the allocation.

Billed amount – The amount of the allocation in the currency in which the invoice was billed.

Base Amount – The amount of the allocation converted to the entity's base currency.

Details – Lists detail line item entries for the invoice. Toggle between displaying *All*, *Expenses*, *Fees*, or *Warnings Only*.

Date – The date the work that is being invoiced was performed.

Type – A category to indicate the type of work being performed.

Task/Expense Code – For fees, the type of work performed within the phase; for expenses, a code to designate the type of expense.

Professional (Rate) – The name of the person performing the work that is being invoiced. In parenthesis, lists the number of hours or units and the amount per hour/unit being billed.

Billed Currency – Lists line item amounts in the currency in which the vendor is billing the entity.

Taxable – An indication of whether the line item is taxed.

Base Currency – The adjusted amount of the line item in the entity's base currency.

Documents – Lists any electronic files (such as receipts) that are attached to the invoice.

Description – A comment concerning the document category.

Type – A categorization of the type of documents.

Document – The name of the document.

## Links

Vendor – Click to open the entity record for the vendor submitting the invoice.

### *Matter* area

Matter – Click to open the matter record for the invoice.

Click here for matter-specific analysis – Click to open reports that have been assigned to the **Matter** tab of the Invoices module.

Total Fees – Click to open the **Invoice Fee Summary** dialog box with a summary concerning each timekeeper for the matter with billing amounts for fees.



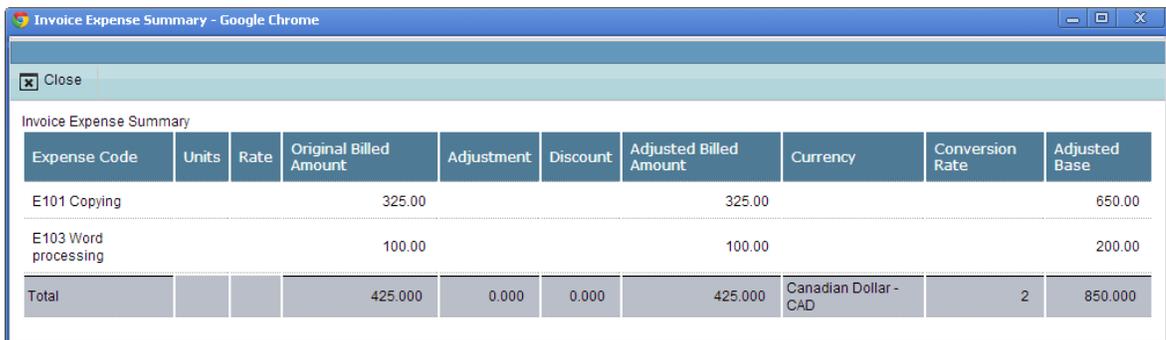
Invoice Fee Summary - Google Chrome

Close

Invoice Timekeeper Summary

Timekeeper	Job Classification	Units	Rate	Original Billed Amount	Adjustment	Discount	Adjusted Billed Amount	Currency	Conversion Rate	Adjusted Base
Ford, Barbara A.		31	125	3,875.00			3,875.00			7,750.00
Ford, Barbara A.	Attorney	20		378.65	-50.00		328.65			657.30
		0		100.00	0.00	-520.37	-420.37			-840.74
<b>Total</b>				4,353.650	-50.000	-520.370	3,783.280	Canadian Dollar - CAD	2	7,566.560

Total Expenses – Click to open the **Invoice Expense Summary** dialog box with a summary concerning each type of expense for the matter.



Invoice Expense Summary - Google Chrome

Close

Invoice Expense Summary

Expense Code	Units	Rate	Original Billed Amount	Adjustment	Discount	Adjusted Billed Amount	Currency	Conversion Rate	Adjusted Base
E101 Copying			325.00			325.00			650.00
E103 Word processing			100.00			100.00			200.00
<b>Total</b>			425.000	0.000	0.000	425.000	Canadian Dollar - CAD	2	850.000

Tax Type/Tax Rate – Click to open the **Matter Tax Detail** dialog box with information concerning the tax record.

Approvals (Add) – Click to open the **Invoice Approval** dialog box to add another approver.

Approver/Reviewer – Click to open the **Invoice Approval** dialog box with information concerning the person approving/reviewing the invoice.

Entity – Click to open the **Invoice Allocation** dialog box with information concerning the entity to which a portion of the invoice is allocated.

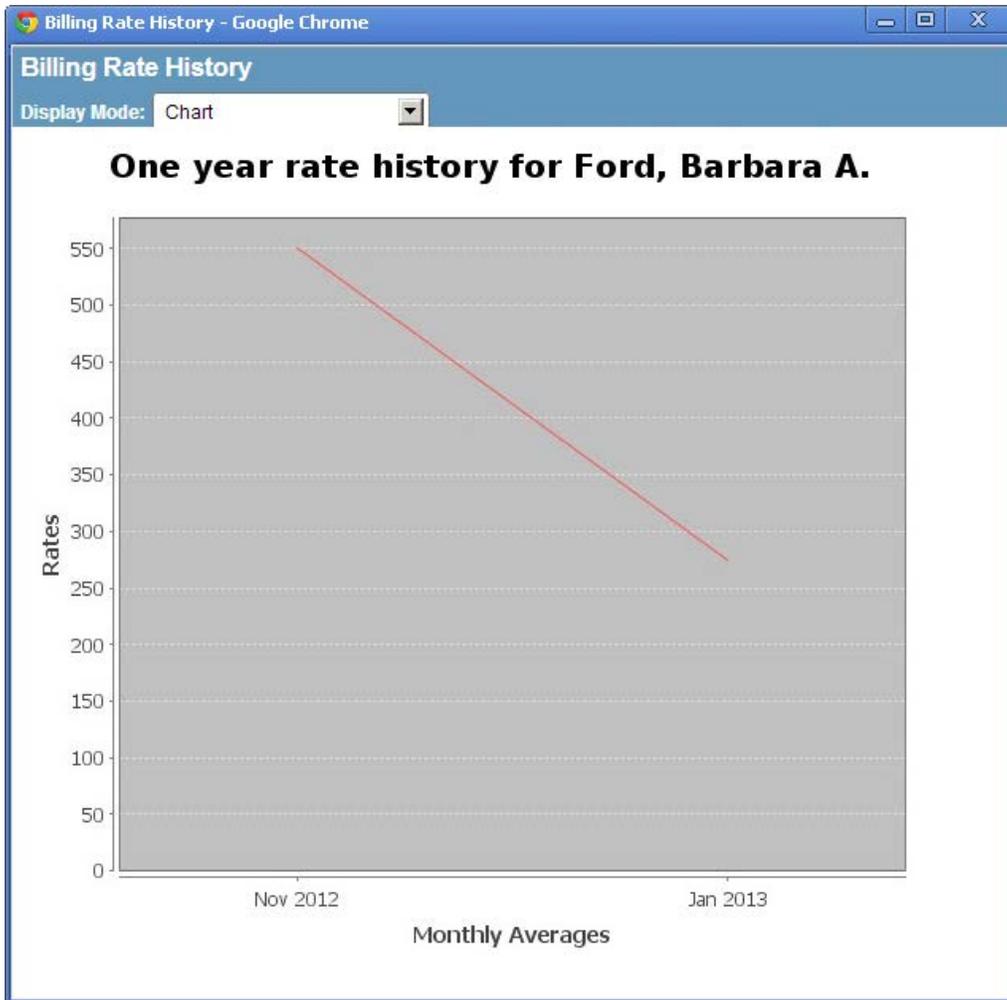
#### Details area

Expand Comments – Click to include comments for each line item.

Date/Type/Task/Expense Code/Original/Discount/Adjustment/Adjusted Base/Amount – Click to open the **Invoice Detail** dialog box with information concerning the line item of the invoice. If the item is an invoice-level discount, the **Invoice Discount** dialog box will open instead.

Professional – Click to open the **People Edit Mode** with information concerning the person.

Rate – Click to open the **Billing Rate History** dialog box with information concerning the professional's billing rate.



#### Documents area

Description – Click to open the **Documents** tab for the invoice.

Document – Click to open the attached document.

#### Buttons

Edit – Click to open the **Invoices Edit Mode** to make changes to the invoice record.

Print – Click to open the standard Microsoft **Print** dialog box to send the contents of the page to a printer.

E-mail – Click to attach the invoice information to an e-mail. The e-mailed summary will be the same as a report; there is no access to the data. The recipient must be able to receive HTML-formatted messages.

Reject – Click to reject approval of the invoice. This operation is not reversible. Also note that rejected invoices are not deleted. Therefore, if the duplicate check feature is active and the invoice is reentered or reimported, a duplicate warning will display.

Discount – Click to change or discount the invoice by a dollar amount applied to the invoice total or by a percentage applied to fees.

Approve – Click to approve the selected invoice. This button only appears if the invoice is awaiting approval by the logged in user.

✔ Approve All – Click to approve the selected invoice for all matters if the invoice is split across more than one matter. This button only appears if the invoice is awaiting approval by the logged in user and pertains to multiple matters.

📄 Reports – Click to access any tab-specific reports that have been assigned to the **Base Info** tab of the Invoices module.

🔄 Refresh Invoice – Recalculate the invoice total based on changes made in any tab or pop-up.

**i** Values are not automatically recalculated if an invoice line item is changed, so the **Refresh Invoice** button must be clicked in order to view the correct totals.

## Invoices List Page

The **Invoices List** page allows you to list invoices meeting the criteria you select. Click the right arrow ► next to a line to display details. Click the name of an invoice to open a summary page for the invoice or the **Invoices Edit Mode**.

Vendor	Invoice #	Transaction #	Date	Total Billed	Total Adjustments Billed	Total Discounts Billed	Adjusted Base
Abraham, Johnson, & Smith Law Firm	20110101002		01/17/2011	2,307.78	3.00	-270.00	2,693.83
<b>Matter Name</b>							
ABC Co. v. ZYX Co.		Matter #	Currency	Total Billed	Adjusted Base (\$)		
ABC Company vs. 123 Corporation		123456	Euro - EUR	250.00	237.60		
		03-2010-0	Euro - EUR	2,057.78	2,456.23		

### Filters

Finder – Select the field (such as *Vendor*) on which you want to query, select the criteria (such as *starts with*) by which you want to query, enter the text for matching, then click **Find** to retrieve all matching records. Click **Clear** to reset the criteria.

All Invoices – Click to list all invoices entered in the system.

Approved Invoices – Click to list all invoices that have been approved.

Imported Invoices – Click to list all invoices that have been imported.

In Process Invoices – Click to list all invoices that are being processed.

Invoices Awaiting My Approval – Click to list all invoices that are waiting to be approved by the current user.

Most Recently Accessed – Click to list all invoice records that you have opened recently.

**i** After changing the number of Most Recently Accessed records on the **Preferences** tab, you must open a record from the **Invoices List** page before the new setting will take effect.

On Hold Invoices – Click to list all invoices that have a hold date specified.

Paid Invoices – Click to list all invoices that have been paid.

Posted Invoices – Click to list all invoices that have been posted.

Rejected Invoices – Click to list all invoices that have been rejected.

## Fields

**i** Clicking the ► **Show Details** button at the beginning of a row displays additional details concerning the invoice. Click the ▼ **Hide Details** button to remove the details.

Vendor – The full name of the entity for which the invoice has been created.

Invoice # – An identifier for the invoice.

Transaction # – An identifier for the transaction.

Date – The date the invoice was submitted.

Total Billed – The amount (in the billed currency) that the vendor is billing to the company.

Total Adjustments Billed – The amount (in the billed currency) that the billed amount has been changed due to adjustments to the bill.

Total Discounts Billed – The amount (in the billed currency) that the invoice has been reduced due to discounts to the bill.

Adjusted Base – The amount (in the base currency) that the vendor is billing to the company after any discounts have been applied.

Status – The status (such as *In Process*) of the invoice.

## Optional Fields

The following fields can be added to the grid by clicking the **Options** button and selecting the fields (the fields also may be reordered to appear as needed on the page):

Adjusted Billed – Any changes to the amount of the invoice using the currency in which the invoice was billed.

Adjusted Pre-tax Billed – Any changes to the amount (in the billed currency) of the invoice prior to applying any tax amounts.

Check Number – If the payment was made by check, the number of the check used.

Conversion Rate – The rate used to convert the amount of the invoice to the currency type of the company.

Currency – The type (such as *US Dollars*) of currency at which the invoice is billed.

Hide Audit Warnings – An indication of whether audit warnings are suppressed on the **Invoice Summary** page for invoice-level warnings.

Hold Date – A date until which the invoice will be held for payment.

Internal – An indication of whether the invoice is for services rendered within the company.

Payment Amount – The amount of the payment for the invoice.

Payment Date – The date the invoice was paid.

Payment Method – The payment terms (such as *Cash*) for the vendor.

Purchase Order # – An identifier for the purchase order.

Received – The date the invoice was received for payment.

Service End – The date the service ended that is being billed.

Service Start – The date the service began that is being billed.

Total Tax Billed – The amount (in the billed currency) of all taxes for line items on the invoice.

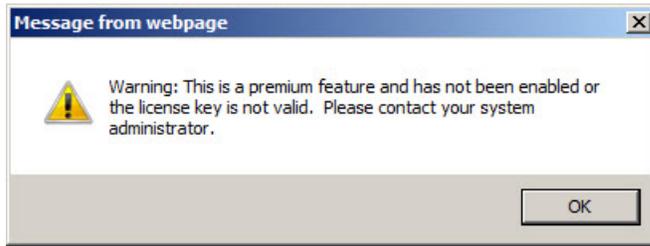
## Buttons

⊕ New – Click to open a page to create a new record.

✖ Delete – Click to remove the invoice from the list.

📄 Import – Click to import invoices.

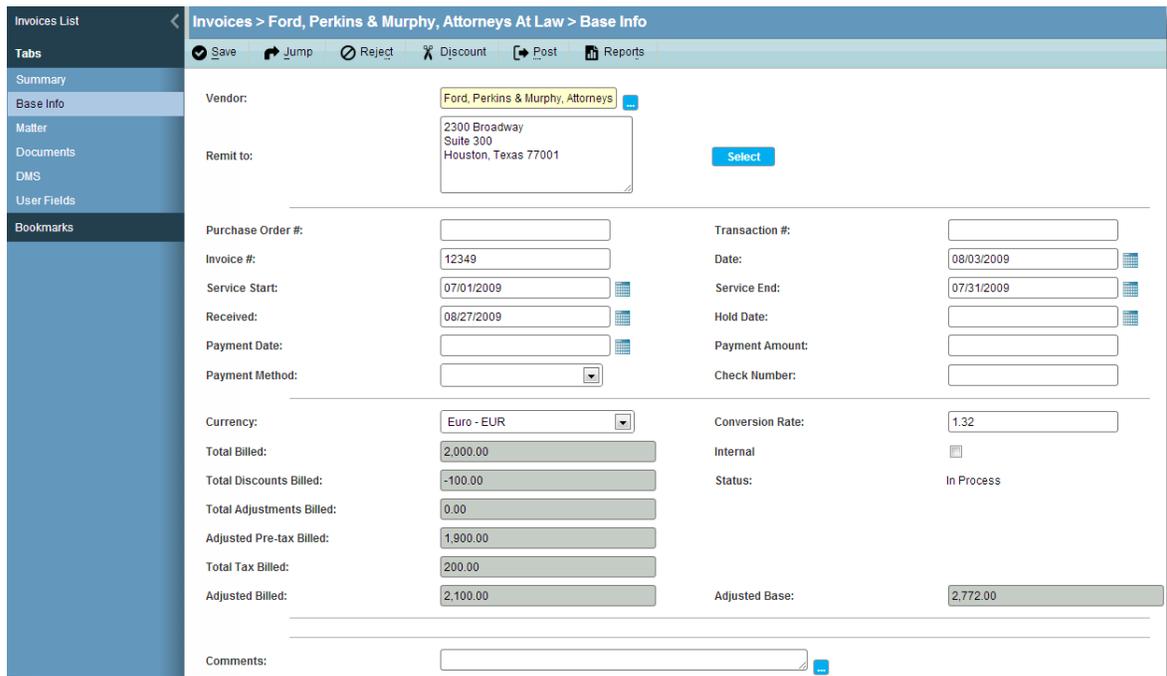
**i** If manual LEDES file importing has not been activated in Suite Manager, you will receive the following error message when you click the **Import** button:



-  Export – Click to export the current grid contents to Microsoft Excel.
-  Print – Click to create an instant report of the current grid contents.
-  Options – Click to select the number of records to display in the list of invoices.

## Invoices Edit Mode

The **Invoices Edit Mode** allows you to make changes to the selected invoice record.



Invoices > Ford, Perkins & Murphy, Attorneys At Law > Base Info			
Vendor:	Ford, Perkins & Murphy, Attorneys		
Remit to:	2300 Broadway Suite 300 Houston, Texas 77001		
Purchase Order #:		Transaction #:	
Invoice #:	12349	Date:	08/03/2009
Service Start:	07/01/2009	Service End:	07/31/2009
Received:	08/27/2009	Hold Date:	
Payment Date:		Payment Amount:	
Payment Method:		Check Number:	
Currency:	Euro - EUR	Conversion Rate:	1.32
Total Billed:	2,000.00	Internal:	<input type="checkbox"/>
Total Discounts Billed:	-100.00	Status:	In Process
Total Adjustments Billed:	0.00		
Adjusted Pre-tax Billed:	1,900.00		
Total Tax Billed:	200.00		
Adjusted Billed:	2,100.00	Adjusted Base:	2,772.00
Comments:			

### Tabs

**i** Not all tabs and fields are available for all users or all records; they are dependent on the unique configuration specified by your System Administrator and the access rights granted to your user identifier.

**Base Info** – Maintains basic invoice information. Invoices can be discounted, rejected, approved, and posted from this tab.

**Documents** – Provides an area to link documents related to an invoice.

**Matter** – Provides an area to track information about the matter or matters associated with an invoice. Line items, allocation, and approval information is managed through subtabs.

**Summary** – Summarizes invoices and facilitates cost management.

**User Fields** – This tab is specific to your organization and is set up by the System Administrator.

## Base Info Tab

The **Base Info** tab in the **Invoices Edit Mode** allows you to record identification information about an invoice, and is where the invoice can be discounted, posted, or rejected.

eCounsel will not allow duplication of invoices. If a new invoice is manually entered that has the same vendor, transaction number, and amount as an existing invoice, an error message will display.

The screenshot shows the 'Base Info' tab for an invoice. The breadcrumb trail is 'Invoices > Ford, Perkins & Murphy, Attorneys At Law > Base Info'. The top navigation bar includes 'Save', 'Jump', 'Reject', 'Discount', 'Post', and 'Reports'. The form fields are as follows:

Vendor:	Ford, Perkins & Murphy, Attorneys		
Remit to:	2300 Broadway Suite 300 Houston, Texas 77001	Select	
Purchase Order #:		Transaction #:	
Invoice #:	12349	Date:	08/03/2009
Service Start:	07/01/2009	Service End:	07/31/2009
Received:	08/27/2009	Hold Date:	
Payment Date:		Payment Amount:	
Payment Method:		Check Number:	
Currency:	Euro - EUR	Conversion Rate:	1.32
Total Billed:	2,000.00	Internal:	<input type="checkbox"/>
Total Discounts Billed:	-100.00	Status:	In Process
Total Adjustments Billed:	0.00		
Adjusted Pre-tax Billed:	1,900.00		
Total Tax Billed:	200.00		
Adjusted Billed:	2,100.00	Adjusted Base:	2,772.00
Comments:			

## Fields

**i** A highlighted warning appears if invoice audit rules have been implemented as part of Smart Invoice. Any invoice-level warnings will be reported in this area for imported invoices.

**Vendor** – The full name of the entity for which the invoice has been created.

**Do not display import warnings on Invoice Summary page** – An indication of whether warnings will appear on the **Invoices Summary** page for this invoice.

**Remit to** – The address to which to send payment.

**Select** button – Click to select an address if the entity has multiple addresses.

**Purchase Order #** – An identifier for the purchase order.

**Transaction #** – An identifier for the transaction.

**Invoice #** – An identifier for the invoice.

**Date** – The date the invoice was submitted.

**Service Start** – The date the service began that is being billed.

**Service End** – The date the service ended that is being billed.

Received – The date the invoice was received for payment.

Hold Date – A date until which the invoice will be held for payment.

Payment Date – The date the invoice was paid.

Payment Amount – The amount of the payment for the invoice.

 Do not use commas in the Payment Amount field.

Payment Method – The payment terms (such as *Cash*) for the vendor.

Check Number – If the payment was made by check, the number of the check used.

Currency – The type (such as *US Dollars*) of currency at which the invoice is billed.

Conversion Rate – The rate used to convert the amount of the invoice to the currency type of the company. The Conversion Rate field will become active if the currency type is other than the default option.

Internal – An indication of whether the invoice is for services rendered within the company.

Status – The status (such as *In Process*) of the invoice.

Total Billed – The dollar amount that the vendor is billing to the company.

Total Discounts Billed – The amount of all matter-specific invoice-level discounts or all discount line items that will be added to the dollar amount of the invoice. If the number is negative, it will be subtracted from the original amount.

 Although Bridgeway does not recommend the practice of including an invoice-level discount and discounts on separate line items, eCounsel will sum the invoice-level discount and all discounts on line items if the client chooses to do so for a single invoice.

Total Adjustments Billed – Any changes to the amount of the invoice that have been entered manually as adjustments.

Adjusted Pre-tax Billed – The amount (in the vendor's billing currency) that the vendor is billing to the company after any adjustments and discounts have been applied.

Total Tax Billed – The total amount of any taxes on fees and expenses.

Adjusted Billed – The amount (in the vendor's billing currency) that the vendor is billing to the company after any taxes have been applied.

Adjusted Base – The amount (in the entity's base currency) that the vendor is billing to the company after any taxes have been applied.

Comments – A freeform comment concerning the invoice. This field can be used as a message board to approvers. If there is text in the field, an asterisk will appear on the invoice entry in the *Invoices Awaiting My Approval* widget on the home page.

## Buttons



Save – Click to save changes to the invoice.



Jump – Click to access more information concerning the vendor.



Reject – Click to reject approval of the invoice. This operation is not reversible. Also note that rejected invoices are not deleted. Therefore, if the duplicate check feature is active and the invoice is reentered or reimported, a duplicate warning will display.



Discount – Click to change or discount the invoice by a dollar amount applied to the invoice total or by a percentage applied to fees.



Post – Click to post the invoice for payment after approval.



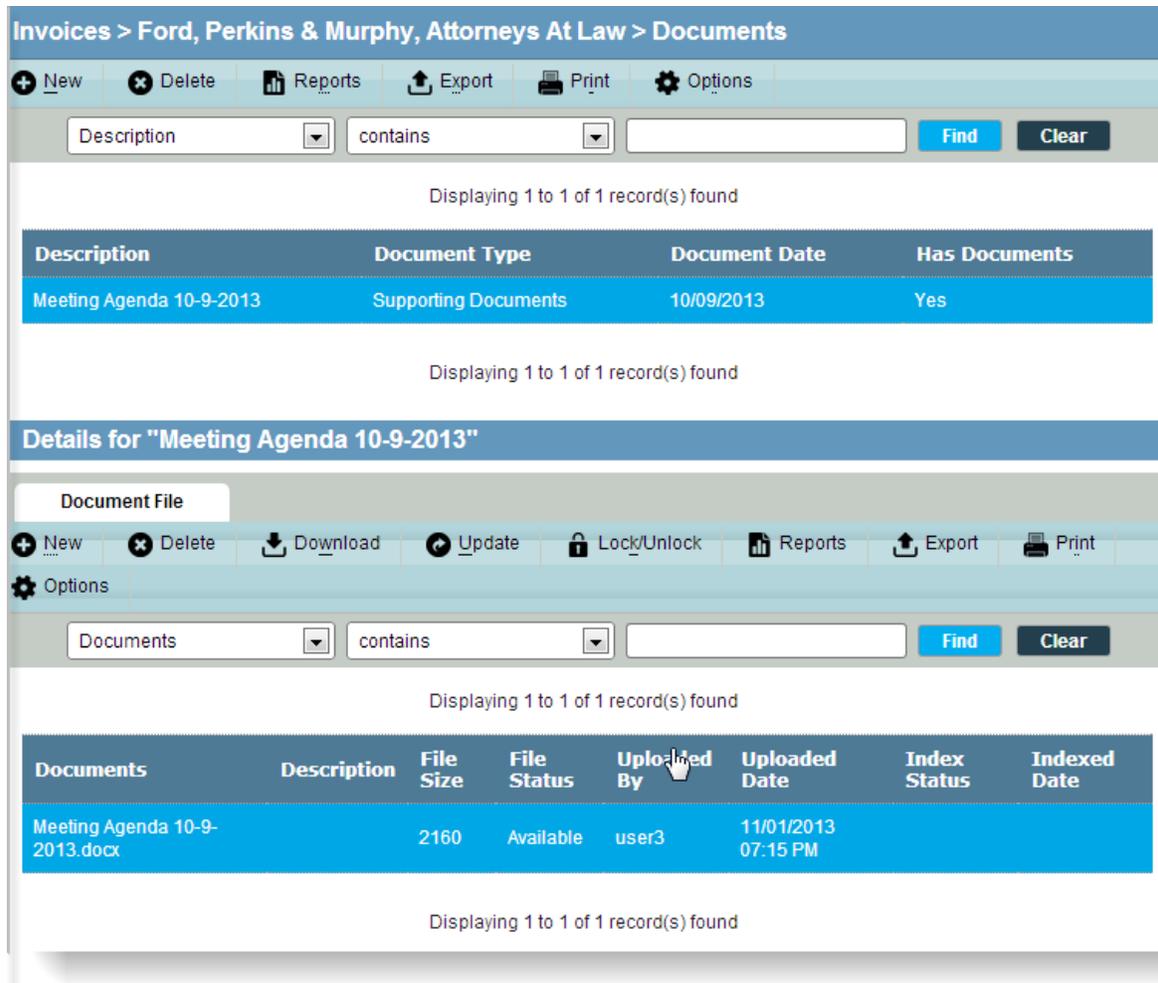
Reports – Click to access any tab-specific reports.

 **Queue for Re-Export** – If you are using the AP Integration task and information changes after the invoice is exported, click this button to remove the status of exported so that the invoice will be exported again the next time the task runs.

## Documents Tab

The **Documents** tab allows you to organize documents and files with which an invoice is associated. Documents can be linked, enabling easy access. The look of this tab, the buttons available, and the procedure for attaching a file will depend on the method of document storage specified by the System Administrator.

If your company uses a document management system, this tab may be replaced by a **DMS** tab.



**Invoices > Ford, Perkins & Murphy, Attorneys At Law > Documents**

+ New \* Delete Reports Export Print Options

Description contains Find Clear

Displaying 1 to 1 of 1 record(s) found

Description	Document Type	Document Date	Has Documents
Meeting Agenda 10-9-2013	Supporting Documents	10/09/2013	Yes

Displaying 1 to 1 of 1 record(s) found

**Details for "Meeting Agenda 10-9-2013"**

Document File

+ New \* Delete Download Update Lock/Unlock Reports Export Print Options

Documents contains Find Clear

Displaying 1 to 1 of 1 record(s) found

Documents	Description	File Size	File Status	Uploaded By	Uploaded Date	Index Status	Indexed Date
	Meeting Agenda 10-9-2013.docx	2160	Available	user3	11/01/2013 07:15 PM		

Displaying 1 to 1 of 1 record(s) found

### Fields

**Description** – A comment concerning the document being attached to the entity record.

**Document Type** – The type of document being attached to the entity record.

**Document Date** – The date of the document.

**Has Documents** – An indication of whether documents exist for the description.

### Buttons

 **New** – Click to describe the document to be attached to the record.

-  Delete – Click to remove the selected document as an attachment to the record.
-  Reports – Click to access any tab-specific reports.
-  Export – Click to export the current grid contents to Microsoft Excel.
-  Print – Click to create an instant report of the current grid contents.
-  Options – Click to select the number of records to display in the list of items.

## Document File Subtab

The **Document File** subtab lists details concerning actual documents. This area is where documents can be linked or a link can be severed. Linking enables easy access to a document by providing a shortcut to an electronic file. The look of this tab and the buttons available will depend on the method of document storage specified by the System Administrator.

### Fields

Documents – The name of the file.

Description – A freeform comment concerning the file.

File Size – The size of the attached file.

File Status – The status (such as *Available* or *Locked*) of the file.

Uploaded By – The name of the last user who uploaded the file.

Uploaded Date – The date the file was last uploaded.

Index Status – The status (such as *Failure* or *Success*) of the file in terms of full-text searching.

Indexed Date – The date the file was indexed for full-text searching.

### Buttons

-  New – Click to open the **Save File** dialog box to select a document.
-  Delete – Click to remove the document from the Details area.
-  Download – Click to open the document or copy the document to a specified location.
-  Update – Click to upload any changes to the document to the storage area.
-  Lock/Unlock – Click to check out or check in the document.
-  Reports – Click to access any tab-specific reports.
-  Export – Click to export the current grid contents to Microsoft Excel.
-  Print – Click to create an instant report of the current grid contents.
-  Options – Click to select the number of records to display in the list of items.

## Matter Tab

The **Matter** tab in the **Invoices Edit Mode** allows you to track the matter or matters associated with an invoice. This tab contains subtabs to track invoice details, taxes, allocations, and approvals.

Invoices > Ford, Perkins & Murphy, Attorneys At Law > Matter

+ New \* Delete ↶ Jump 📄 Reports ↗ Export 🖨 Print ⚙ Options

Matter Name [v] contains [v] Find Clear

Displaying 1 to 1 of 1 record(s) found

Matter Name	Matter Number	Currency	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Total Tax Billed	Adjusted Billed	Adjusted Base
123 Partnership v. ABC Company	LIT_001_2009	Euro - EUR	2,000.00	-100.00	0.00	1,900.00	200.00	2,100.00	\$2,772.00
Invoice Amount	2,000.00		2,000.00*	-100.00*	0.00*	1,900.00*	200.00*	2,100.00*	2,772.00*

Displaying 1 to 1 of 1 record(s) found

Details for "123 Partnership v. ABC Company"

Invoice Detail | Matter Tax Detail | Invoice Allocation | Invoice Approval | View All Records

+ New \* Delete 📄 Reports ↗ Export 🖨 Print \$ Tax Info ⚙ Options Refresh Invoice

Line Item Date [v] equals [v] Find Clear

Displaying 1 to 2 of 2 record(s) found

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
07/31/2009	Fee	Ford, Barbara A.			2,000.00			2,000.00	\$2,640.00	Yes
01/07/2010						-100.00		-100.00	\$-132.00	No
					2,000.00*	-100.00*	0.00*	1,900.00*	\$2,508.00*	

Displaying 1 to 2 of 2 record(s) found

### Fields

**Matter Name** – The name of the matter associated with an invoice.

**Matter Number** – The identifier for the matter.

**Currency** – The type (such as *US Dollars*) of currency at which the invoice is billed.

**Total Billed** – The amount being invoiced for the matter in the currency in which the vendor is submitting the invoice.

**Total Discounts Billed** – The invoice-level discount apportioned to the matter or the total of all discount line items in the currency in which the vendor is submitting the invoice.

**Total Adjustments Billed** – Any changes that have been entered manually as adjustments to the amount of the invoice for the matter in the currency in which the vendor is submitting the invoice.

**Adjusted Pre-tax Billed** – The amount being invoiced for a particular matter plus any adjustment and discount amounts in the currency in which the vendor is submitting the invoice.

**Total Tax Billed** – The total amount of taxes for the matter in the currency in which the vendor is submitting the invoice.

**Adjusted Billed** – The amount being invoiced for a particular matter minus the total taxes in the currency in which the vendor is submitting the invoice.

Adjusted Base – The amount being invoiced for a particular matter in the entity’s base currency if different than the billed currency.

## Buttons

-  New – Click to associate a matter with the invoice.
-  Delete – Click to remove a matter association.
-  Jump – Click to access more information concerning the matter.
-  Reports – Click to access any tab-specific reports.
-  Export – Click to export the current grid contents to Microsoft Excel.
-  Print – Click to create an instant report of the current grid contents.
-  Options – Click to select the number of records to display in the list of items.

## Invoice Detail Subtab

The **Invoice Detail** subtab provides an area to record invoice line item information.

Details for "123 Partnership v. ABC Company"

Invoice Detail | Matter Tax Detail | Invoice Allocation | Invoice Approval | View All Records

+ New | × Delete | Reports | Export | Print | Tax Info | Options | Refresh Invoice

Line Item Date | equals | Find | Clear

Displaying 1 to 2 of 2 record(s) found

Line Item Date	Cost Type	Professional	Hours/Units	Rate	Total Billed	Total Discounts Billed	Total Adjustments Billed	Adjusted Pre-tax Billed	Adjusted Base	Taxable
07/31/2009	Fee	Ford, Barbara A.	1.8	350	630.00	75.00		705.00	\$930.60	Yes
01/07/2010	Fee	Ford, Barbara A.	2.1	350	735.00	-100.00		635.00	\$838.20	No
					1,365.00*	-25.00*	0.00*	1,340.00*	\$1,768.80*	

## Links

View All Records – Click to open a dialog box with a list of invoice items.

## Fields

Line Item Date – The date the work that is being invoiced was performed.

Cost Type – A category to indicate the type of work being performed.

Professional – The name of the person performing the work that is being invoiced.

Hours/Units – The number of hours or units that are being billed.

Rate – The amount per hour or unit that is being billed.

Total Billed– The amount in the billed currency that the vendor is billing to the company.

Total Discounts Billed – The amount in the billed currency that will be added to the total billed amount due to discounts. You must include a minus sign for the amount to be subtracted from the invoice.

Total Adjustments Billed – The amount in the billed currency that will be added to or subtracted from the total billed amount due to manually entered adjustments.

Adjusted Pre-tax Billed – The amount that the vendor is billing to the company after any adjustments/discounts have been applied.

Adjusted Base – The amount that the vendor is billing in the entity's base currency if different from the billed currency.

Taxable – An indication of whether the line item is taxed.

## Optional Fields

The following fields can be added to the grid by clicking the **Options** button and selecting the fields (the fields also may be reordered to appear as needed on the page):

Activity Type – The type of work performed within the phase and task.

Adjustment Date – The date an adjustment was applied to the line item.

Adjustment Type – The type of adjustment (such as reduced fees or reduced hours). For discounts applied to the invoice, the adjustment type is *Fee Discount Percent* or *Invoice Level Discount*.

Change By – The name of the user who last modified the line item.

Expense Type – A code to designate the type of expense.

Hide Import Warnings – An indication of whether warnings will appear on the **Invoices Summary** page for this line item.

Import Warning – For imported invoices, any warnings/errors that occurred due to an invoice audit rule during import of the invoice.

Last Change – The date/time the line item was last modified.

Vendor – The full name of the entity for which the invoice has been created.

## Buttons

 New – Click to create a new line item for the invoice.

 Delete – Click to remove a line item for the invoice.

 Reports – Click to access any tab-specific reports.

 Export – Click to export the current grid contents to Microsoft Excel.

 Print – Click to create an instant report of the current grid contents.

 Options – Click to select the number of records to display in the list of items.

 Tax Info – Click to open the Invoice **Detail Taxable List** dialog box to enter a vendor tax identifier for tax jurisdictions. For imported invoices, a single jurisdiction will be imported. For manually entered invoices, multiple jurisdictions may be specified.

 Refresh Invoice – Recalculate the invoice total based on changes made in any tab or pop-up.

 Values are not automatically recalculated if an invoice line item is changed, so the **Refresh Invoice** button must be clicked in order to view the correct totals.

## Matter Tax Detail Subtab

The **Matter Tax Detail** subtab provides an area to record taxes on invoice amounts. For imported invoices, a single jurisdiction of taxes will be imported. If manually entering tax information, multiple jurisdictions can be specified.

Vendor Tax ID	Tax Rate	Tax Type	Taxable Billed Fees	Total Tax Fees	Taxable Billed Expenses	Total Tax Expenses	Tax Country	Tax Locality
45-666890	0.1	GST - Goods and Services Tax	200.00	200.00			US United States	
Total Tax:			200.00*	200.00*	0.00*	0.00*		

### Links

View All Records – Click to open a dialog box with a list of tax detail items.

### Fields

Vendor Tax ID – The federal identifier for tax purposes for a vendor.

Tax Rate – The percentage of the fees and expenses that will be included in the tax amount.

Tax Type – A categorization (such as *Federal*) for the tax.

Taxable Billed Fees – The total fees for which the tax is applicable.

Total Tax Fees – The amount of taxes on fees (calculated by multiplying the tax rate by the taxable fees).

Taxable Billed Expenses – The total expenses for which the tax is applicable.

Total Tax Expenses – The amount of taxes on expenses (calculated by multiplying the tax rate by the taxable expenses).

Tax Country – The country for which the tax is applicable. Default International Organization for Standardization (ISO) codes are preloaded in eCounsel.

Tax Locality – An additional taxing location.

### Buttons

 New – Click to create a new tax item for the invoice.

 Delete – Click to remove a tax item for the invoice.

 Reports – Click to access any tab-specific reports.

 Export – Click to export the current grid contents to Microsoft Excel.

 Print – Click to create an instant report of the current grid contents.

 Options – Click to select the number of records to display in the list of items.

## Invoice Allocation Subtab

The **Invoice Allocation** subtab provides an area to allocate all or part of an invoice to an entity.

The screenshot shows the 'Invoice Allocation' subtab interface. At the top, there are tabs for 'Invoice Detail', 'Matter Tax Detail', 'Invoice Allocation' (selected), and 'Invoice Approval'. Below the tabs is a toolbar with buttons for '+ New', 'Delete', 'Defaults', 'Reports', 'Export', 'Print', and 'Options'. A search bar contains the text 'Name' and 'contains', with a 'Find' button and a 'Clear' button. Below the search bar, it says 'Displaying 1 to 2 of 2 record(s) found'. The main area contains a table with the following data:

Name	Percentage	Billed Allocated Amount	Allocated Amount	Currency (Base)	G/L Code	Chargeback Account 1	Chargeback Account 2	Chargeback Account 3
Abraham, Johnson, & Smith Law Firm	60%	1,260.00	\$1,663.20	US Dollars	0012-753	246	357	975
Brownie, Dan	40%	840.00	\$1,108.80	US Dollars		246	975	357
	100.0%	2,100.00	\$2,772.00					

### Links

View All Records – Click to open a dialog box with a list of invoice allocations.

### Fields

Name – The name of the entity to which the invoice is being allocated.

Percentage – The percentage of the invoice that will be allocated to the specified entity.

Billed Allocated Amount – The total amount for which the entity is responsible for payment of the invoice in the currency in which the invoice was billed.

Currency (Billed) – The currency in which the invoice was billed.

Allocated Amount – The total amount for which the entity is responsible for payment of the invoice in the entity's base currency.

Currency (Base) – The entity's base currency.

G/L Code – The accounting codes used to specify how charges are posted to an entity's General Ledger (G/L).

Chargeback Account 1-3 – An identifier for an account to be used for chargebacks. Up to three accounts can be specified.

### Optional Fields

The following fields can be added to the grid by clicking the **Options** button and selecting the fields (the fields also may be reordered to appear as needed on the page):

Change By – The name of the user who last modified the allocation item.

Last Change – The date/time the allocation item was last modified.

### Buttons

 New – Click to create a new allocation item for the invoice.

 Delete – Click to remove an allocation item for the invoice.

 Defaults – Click to restore the default allocation list from the **Player** tab in Matters. The current list will be replaced.

 Reports – Click to access any tab-specific reports.

 Export – Click to export the current grid contents to Microsoft Excel.

 Print – Click to create an instant report of the current grid contents.

 Options – Click to select the number of records to display in the list of items.

## Invoice Approval Subtab

The **Invoice Approval** subtab provides an area to record approval information for an invoice. The value in the Order field indicates the order in which the invoice will be routed to approvers and is as follows:

- Any approver with no entry in the Order field will receive the invoice first.
- Next, the approver with the first sequential number (beginning with the value of “1”) in the Order field will receive the invoice for approval. If multiple approvers have the same value in the Order field, the invoice will be routed to each at the same time and will not be routed to the next approver until all the previous approvers have approved/rejected the invoice or timed out.
- The master approver (approver with a value of 99 in the Order field) will receive the invoice last. If multiple approvers have a value of 99 in the Order field, the invoice will be routed to each approver simultaneously.



Name	Approval Status	Received Date	Approved Date	Order	Timed Out
Cagle, R. Jack	Pending	09/19/2013			No

**i** If your System Administrator has activated the invoice approver timeout feature, you must indicate your approval of an invoice within the specified number of days. After the specified length of time has expired, the invoice will be passed to the next approver, and the **Invoice Approval** subtab will indicate that the time period has expired.

### Links

View All Records – Click to open a dialog box with a list of invoice approvals.

### Fields

Name – The name of the person approving the invoice.

Approval Status – The status of the approval of the invoice.

Received Date – The date the invoice was routed to the approver.

Approved Date – The date the invoice was approved.

Order – The order in which the invoice will be routed to approvers.

Timed Out – If the invoice approver timeout feature is enabled, an indication of whether the time period for the approval of the invoice has passed.

## Optional Fields

The following fields can be added to the grid by clicking the **Options** button and selecting the fields (the fields also may be reordered to appear as needed on the page):

Change By – The name of the user who last modified the allocation item.

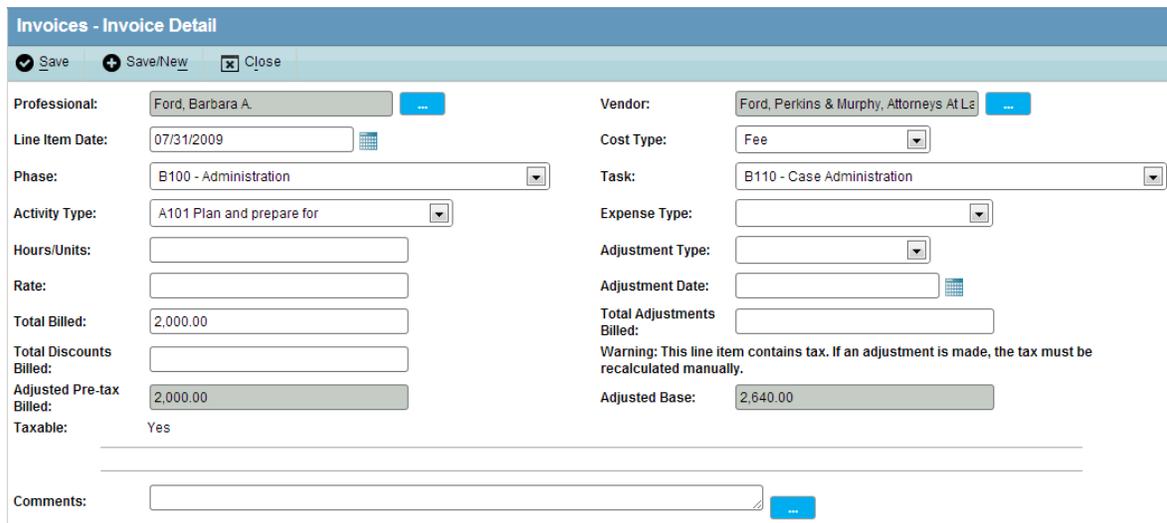
Last Change – The date/time the allocation item was last modified.

## Buttons

-  New – Click to create a new approval item for the invoice.
-  Delete – Click to remove an approval item for the invoice.
-  Defaults – Click to restore the default approval list from the **Player** tab in Matters. The current list will be replaced.
-  Reports – Click to access any tab-specific reports.
-  Export – Click to export the current grid contents to Microsoft Excel.
-  Print – Click to create an instant report of the current grid contents.
-  Options – Click to select the number of records to display in the list of items.

## Invoice Detail Dialog Box

The **Invoice Detail** dialog box provides an area to record invoice line item information.



**Invoices - Invoice Detail**

Save Save/New Close

Professional: Ford, Barbara A. ...

Vendor: Ford, Perkins & Murphy, Attorneys At La ...

Line Item Date: 07/31/2009

Cost Type: Fee

Phase: B100 - Administration

Task: B110 - Case Administration

Activity Type: A101 Plan and prepare for

Expense Type:

Hours/Units:

Adjustment Type:

Rate:

Adjustment Date:

Total Billed: 2,000.00

Total Adjustments Billed:

Total Discounts Billed:

Warning: This line item contains tax. If an adjustment is made, the tax must be recalculated manually.

Adjusted Pre-tax Billed: 2,000.00

Adjusted Base: 2,640.00

Taxable: Yes

Comments:

## Fields

Professional – The name of the person performing the work that is being invoiced. Click the  button to select a person from the designated players for the matter.

Vendor – The full name of the entity for which the invoice has been created.

Line Item Date – The date the work that is being invoiced was performed.

Cost Type – A category to indicate the type of work being performed.

Phase – An Association of Corporate Counsel (ACC) category for a legal code.

Task – The type of work performed within the phase.

Activity Type – The type of work performed within the phase and task.

Expense Type – A code to designate the type of expense.

Adjustment Type – The type of adjustment (such as reduced fees or reduced hours). For discounts applied to the invoice, the adjustment type is *Fee Discount Percent* or *Invoice Level Discount*.

Adjustment Date – The date an adjustment was applied to the line item.

Total Adjustments Billed – The amount in the billed currency that will be added to or subtracted from the total billed amount due to manually entered adjustments.

Hours/Units – The number of hours or units that are being billed.

Rate – The amount per hour or unit that is being billed.

Total Billed– The amount in the billed currency that the vendor is billing to the company.

Total Discounts Billed – The amount in the billed currency that will be added to the total billed amount due to discounts. You must include a minus sign for the amount to be subtracted from the invoice.

Adjusted Pre-tax Billed – The amount that the vendor is billing to the company after any adjustments/discounts have been applied.

Adjusted Base – The amount that the vendor is billing in the entity's base currency if different from the billed currency.

Import Warning – For imported invoices, any warnings/errors that occurred due to an invoice audit rule during import of the invoice.

Do not display import warnings on Invoice Summary page – An indication of whether warnings will appear on the **Invoices Summary** page for this line item.

Taxable – An indication of whether the line item is taxed.

Comments – A freeform comment concerning the invoice line item.

## Buttons



Save – Click to save the line item and close the dialog box.



Save/New – Click to save the line item and clear the dialog box to enter information for another line item.



Close – Click to close the dialog box.

## Invoice Detail Taxable List Dialog Box

The **Invoice Detail Taxable List** dialog box provides an area to record vendor tax identifiers for tax jurisdictions. For imported invoices, a single jurisdiction will be imported. For manually entered invoices, multiple jurisdictions may be specified.

Vendor Tax Id
45-6666890

### Fields

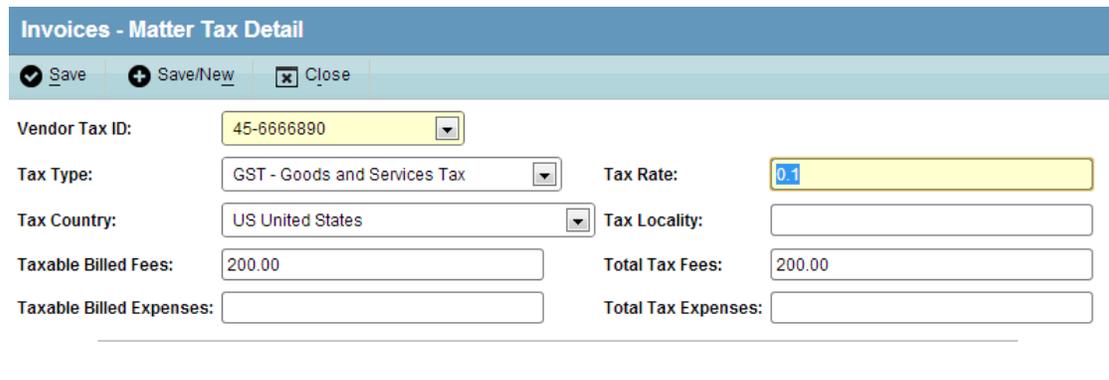
Vendor Tax ID – The federal identifier for tax purposes for a vendor.

### Buttons

-  New – Click to create a new record for a taxing jurisdiction.
-  Delete – Click to remove a taxing jurisdiction.
-  Close – Click to close the dialog box.
-  Reports – Click to access any tab-specific reports.
-  Export – Click to export the current grid contents to Microsoft Excel.
-  Print – Click to create an instant report of the current grid contents.
-  Options – Click to select the number of records to display in the list of items.

## Matter Tax Detail Dialog Box

The **Matter Tax Detail** dialog box provides an area to record taxes for billable fees and expenses. A single record can be created for each tax jurisdiction. To create multiple records, each tax jurisdiction must have a vendor tax identifier created from the **Invoice Detail** subtab. For invoices imported from LEDES 1998BI or LEDES 2000 files, a single jurisdiction will be imported.



Invoices - Matter Tax Detail		
<input checked="" type="checkbox"/> Save	<input type="checkbox"/> Save/New	<input type="checkbox"/> Close
Vendor Tax ID:	<input type="text" value="45-6666890"/>	
Tax Type:	<input type="text" value="GST - Goods and Services Tax"/>	Tax Rate: <input type="text" value="0.1"/>
Tax Country:	<input type="text" value="US United States"/>	Tax Localty: <input type="text"/>
Taxable Billed Fees:	<input type="text" value="200.00"/>	Total Tax Fees: <input type="text" value="200.00"/>
Taxable Billed Expenses:	<input type="text"/>	Total Tax Expenses: <input type="text"/>

### Fields

Vendor Tax ID – The federal identifier for tax purposes for a vendor.

Tax Type – A categorization (such as *Federal*) for the tax. Default values are preloaded in eCounsel, but may be changed if needed. See your system administrator.

Tax Rate – The percentage of the fees and expenses that will be included in the tax amount. Enter the percentage as a decimal number less than 1 (for example, .0875).

Tax Country – The country for which the tax is applicable. Default International Organization for Standardization (ISO) codes are preloaded in eCounsel.

Tax Locality – An additional taxing location.

Taxable Billed Fees – The total fees for which the tax is applicable.

Total Tax Fees – The amount of taxes on fees (calculated by multiplying the tax rate by the taxable fees).

Taxable Billed Expenses – The total expenses for which the tax is applicable.

Total Tax Expenses – The amount of taxes on expenses (calculated by multiplying the tax rate by the taxable expenses).

### Buttons

Save – Click to save the tax item and close the dialog box.

Save/New – Click to save the tax item and clear the dialog box to enter information for another tax item.

Close – Click to close the dialog box.

# Invoice Allocation Dialog Box

The **Invoice Allocation** dialog box provides an area to allocate all or part of an invoice to an entity.

**Invoices - Invoice Allocation**

✓ Save   + Save/New   ✕ Close

Name: Abraham, Johnson, & Smith Law Firm

Percentage: 60

Currency (Billed): Euro - EUR   Billed Allocated Amount: 1,260.00

Currency (Base): US Dollars   Allocated Amount: 1,663.20

Chargeback Account 1: 246   Chargeback Account 2: 357

Chargeback Account 3: 975   G/L Code: 0012-753

Comments:

## Fields

Name – The name of the entity to which the invoice is being allocated.

Percentage – The percentage of the invoice that will be allocated to the specified entity.

Currency (Billed) – The currency in which the invoice was billed.

Billed Allocated Amount – The total amount for which the entity is responsible for payment of the invoice in the currency in which the invoice was billed.

Currency (Base) – The entity’s base currency.

Allocated Amount – The total amount for which the entity is responsible for payment of the invoice in the entity’s base currency.

Chargeback Account 1-3 – An identifier for an account to be used for chargebacks. Up to three accounts can be specified.

G/L Code – The accounting codes used to specify how charges are posted to an entity’s General Ledger (G/L).

Comments – A freeform comment concerning the invoice line item.

## Buttons

✓ Save – Click to save the line item and close the dialog box.

+ Save/New – Click to save the line item and clear the dialog box to enter information for another line item.

✕ Close – Click to close the dialog box.

# Invoice Approval Dialog Box

The **Invoice Approval** dialog box provides an area to record approval information for an invoice.

The screenshot shows the 'Invoices - Invoice Approval' dialog box. At the top, there are three buttons: 'Save' (with a checkmark), 'Save/New', and 'Close'. Below these are several input fields and buttons. The 'Name' field is a dropdown menu showing 'Cagle, R. Jack' with a blue ellipsis button to its right. The 'Approval Status' field is a blue button labeled 'Pending'. The 'Received Date' field is a text box containing '09/19/2013' with a calendar icon to its right. The 'Approved Date' field is an empty text box with a calendar icon to its right. The 'Order' field is an empty text box. The 'Timed Out' field is a checkbox. The 'Comments' field is a large text area with a blue ellipsis button to its right.

## Fields

**Name** – The name of the person approving the invoice.

**Approval Status** – The status of the approval of the invoice. Clicking **Pending** on the dialog box will change the status to “Approved” and populate the Approved Date field with the current date.

**Received Date** – The date the invoice was routed to the approver.

**Approved Date** – The date the invoice was approved.

**Order** – The order in which the invoice will be routed to approvers and is as follows:

- Any approver with no entry in the Order field will receive the invoice first.
- Next, the approver with the first sequential number (beginning with the value of “1”) in the Order field will receive the invoice for approval. If multiple approvers have the same value in the Order field, the invoice will be routed to each at the same time and will not be routed to the next approver until all the previous approvers have approved/rejected the invoice or timed out.
- The master approver (approver with a value of 99 in the Order field) will receive the invoice last. If multiple approvers have a value of 99 in the Order field, the invoice will be routed to each approver simultaneously.

**Timed Out** – If the invoice approver timeout feature is enabled, an indication of whether the time period for the approval of the invoice has passed.

**Comments** – A freeform comment concerning the invoice line item.

## Buttons

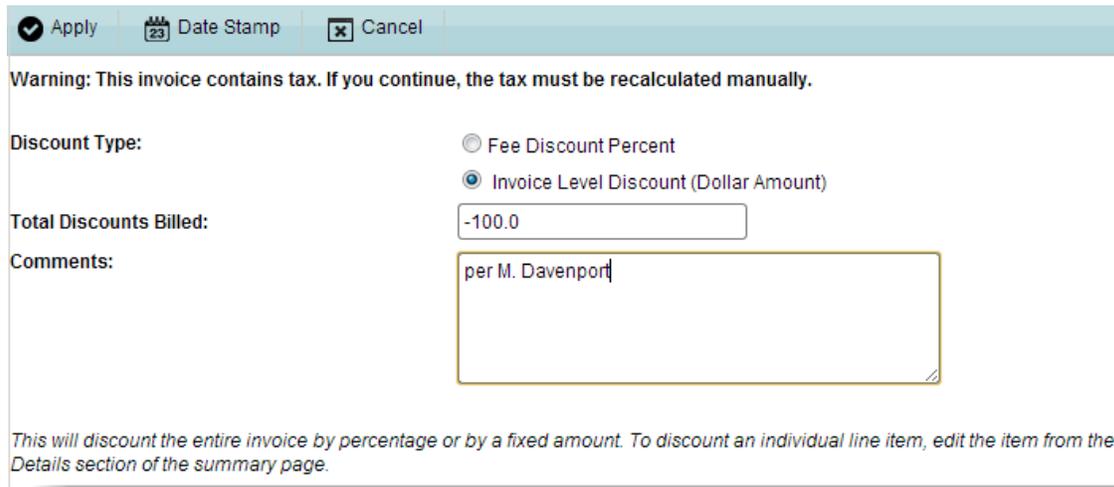
 **Save** – Click to save the line item and close the dialog box.

 **Save/New** – Click to save the line item and clear the dialog box to enter information for another line item.

 **Close** – Click to close the dialog box.

## Invoice Discount Dialog Box

The **Invoice Discount** dialog box allows you to apply a discount amount or percentage to the entire invoice.



Warning: This invoice contains tax. If you continue, the tax must be recalculated manually.

Discount Type:  Fee Discount Percent  
 Invoice Level Discount (Dollar Amount)

Total Discounts Billed:

Comments:

This will discount the entire invoice by percentage or by a fixed amount. To discount an individual line item, edit the item from the Details section of the summary page.

### Fields

**Discount Type** – Either *Fee Discount Percent* or *Invoice Level Discount (Dollar Amount)*. Fee discount percents are applied to the adjusted amount of the invoice.

**Total Discounts Billed** – The amount in currency or the percentage of the discount applied to fees. This value must be negative (i.e., -100.0) to be subtracted from the invoice amount. A positive number will be added to the invoice amount.

**Comments** – A freeform comment concerning the invoice-level discount.

### Buttons

 **Apply** – Click to apply the discount to the invoice and close the dialog box.

 **Date Stamp** – Click to automatically enter the user name and date/time in the Comments field.

 **Cancel** – Click to close the dialog box without applying the discount to the invoice.



# Troubleshooting

## Why don't I see the imported invoice in eCounsel?

Several issues may prevent an invoice from being imported into the eCounsel matter management system:

- Verify that the E-mail eInvoicing and/or Corridor Settings in the System Settings component of Suite Manager are correct. You must enable this functionality.
- Verify that the Smart Invoice E-mail and/or Web tasks are scheduled to be executed at an interval selected by your system administrator. Select the appropriate task and click the **Run Now** button on the **Scheduler** window to execute the task immediately. If an error occurs during execution, the task name will display in a red font.
- If the configuration of Smart Invoice has been verified, check the logs in the Diagnostics component of Suite Manager. For manually imported invoices or invoices imported using e-mails, open **InvoiceImport.log**. For invoices imported from the Corridor Website, open **CorridorCostManagement.log**.
- If the invoice was imported from the Corridor Website, access Corridor and open the **Invoice Status** page. Any failure of an invoice file due to an invoice audit rule will appear by clicking the **Details** button for the invoice.

## Why wasn't an e-mail notification sent to the vendor after rejecting an invoice?

This situation may occur for a number of reasons including the following:

- Make sure the e-mail is not being routed to the Junk E-mail folder on the mailing system.
- Make sure the feature is enabled in the Smart Invoice Web and/or E-mail tasks in Suite Manager.
- Make sure a notification e-mail address has been entered on the **Billing Info** tab.

**i** If two entities have the same tax identifier, only one of the entities can be activated on the **Billing Info** tab. In Corridor, LEDES 2000 invoices can be submitted that will use the vendor identifier for each entity to be routed to the correct entity. However, the entity that was not activated will not have a notification e-mail address entered, and thus, will not receive an e-mail.

## Why is an approver not being notified that an invoice is ready for approval?

The Approver E-mail Notification task must be configured for this feature to work. In addition, when configuring the Approver E-mail Notification Task alert, the list of users indicates the users who will **not** receive e-mail notification (typically, the alerts are opt-in, but this alert is an opt-out alert). Verify that the checkbox by the approver's name is not checked to ensure he/she will receive an e-mail notification.

## Why is an invoice not being routed to the next approver?

If two or more approvers have the same order number on the **Invoice Approval** dialog box, the invoice will not be routed to the next set of approvers until all approvers assigned the same order number have approved the invoice or timed out.

## Why is the Total Discounts Billed field missing on the Matter tab?

- Click the **Options** button and make sure the Total Discounts Billed field is selected to display on the grid.
- If the field has been hidden by a view, type, or database access security attribute profile, certain users may not see the field on the **Matter** tab. See your system administrator.

### Why is an invoice-level discount from a LEDES file not in the imported invoice?

eCounsel ignores all invoice-level discounts at the INVOICE segment level of LEDES 2000 files. See “Submitting Invoices with Discounts” on page 69 for information on how to submit invoice-level discounts in LEDES files.

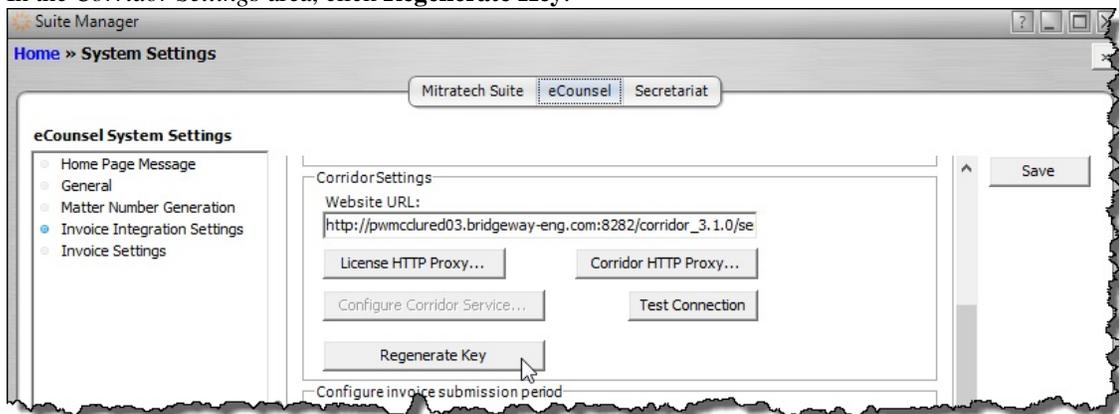
### Why is an invoice-level discount added to the original invoice amount?

You must enter a negative sign before the amount if you want a discount amount to be subtracted from the original amount.

### Why can't I activate vendors for Corridor?

If the decryption key for the Corridor/eCounsel integration is not stored properly, you may receive an error when attempting to activate new vendors. If so, a system administrator should follow the steps below:

1. Open Suite Manager.
2. On the **Suite Manager** control panel, click the  **System Settings** component in the *System Configuration* area.
3. On the **System Settings** window, click the **eCounsel** [https://success.mitrates.com/Suite/Suite\\_Administrator\\_Guides/Suite\\_Manager\\_Administrator\\_Guide/13\\_System\\_Settings/04\\_Windows\\_and\\_Dialog\\_Boxes - Secretariat Tab](https://success.mitrates.com/Suite/Suite_Administrator_Guides/Suite_Manager_Administrator_Guide/13_System_Settings/04_Windows_and_Dialog_Boxes_-_Secretariat_Tab) tab, and then click *Invoice Integration Settings*.
4. In the *Corridor Settings* area, click **Regenerate Key**.



5. Click **Yes** to continue.

# Glossary

## buttons

A control that performs an action. Point the mouse over a button and click the left mouse button to activate a button.

## click

An action used in Microsoft Windows. Press and release the left mouse button without moving the mouse pointer.

## cookies

A cookie is a file that a website stores on a computer that records your preferences when using a particular site. A cookie is a mechanism that allows the server to store its own information about a user on the user's own computer.

## eCounsel

Bridgeway Software's total practice management system designed exclusively for today's corporate legal department. Optimized for Intranet access, eCounsel provides the technological framework to help you decide how legal dollars, time, and people are best managed. eCounsel is optimized to handle a large distributed corporate environment spanning multiple offices, cities, and continents.

## filters

A preconfigured search that limits the records displayed on a page.

## hyperlink

A hyperlink is a word or phrase, underlined and in a different color, that you click to go to a module, a location in Help, an Internet or intranet site, page, or other location.

## lookups

Selections available in dropdown lists or multi-select fields.

## menu bar

Contains various menus that, when clicked, will display a dropdown list of options or commands.

## modules

The components within Bridgeway Suite. For example, Matters in eCounsel and Entities in Secretariat.

## Most Recently Accessed (MRA)

Provides a shortcut to the records on which you have most recently worked. Click the link to open the record.

## private matters

Matters that have been restricted to specifically designated users only.

## records

A data structure that is a collection of information, each with its own name and type. A record can be accessed as a collective unit, or the elements can be accessed individually.

**right-click**

An action used in Microsoft Windows. Press and release the right mouse button without moving the mouse pointer.

**security attributes**

Different settings that restrict access to certain functionality within eCounsel.

**timed out**

A system administrator activated feature. Invoices not approved within a specified number of days are automatically passed to the next approver.

**type profiles**

Information that is applied to a module or matter type to customize the look-and-feel of eCounsel.

**view profiles**

Information that is applied to specified user groups to customize the look-and-feel of eCounsel.

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