



Enterprise Legal Management (ELM)

Manage Billing for Law Firms

Software

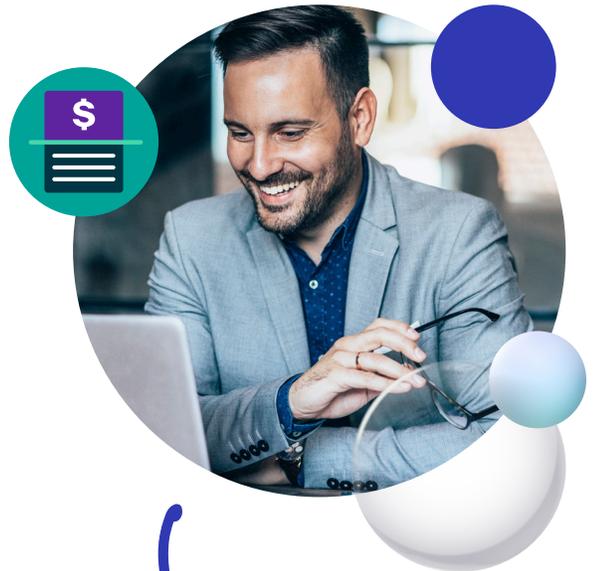
Proforma Pre-bill Preparation

The Elevate ELM Manage Billing software for law firms sends alerts and provides guidance to ensure accurate invoices are submitted.

Shorten revenue cycles to improve cash flow.

Modernise the bill review process with Manage Billing for Law Firms:

- Comply with outside counsel guidelines with invoice accuracy while adhering to sensitive timelines
- Review, edit, and approve pre-bills all in one system
- Improve the billing process without replacing existing billing software
- Gain insights over the previous manual process



The Elevate ELM

Software that legal and business professionals actually use.

Invoice assignments appear in the dashboard

ACTION	STATUS	CLIENT NAME	CLIENT#	MATTER NAME	MATTER#	CREATED DATE	NET AMOUNT	OCG
Action...	Assignee Returned	Goodwin Satchi	999901	IP Matter	25	02/01/2017	1,745,162.93	
Action...		Vampira Industries	999915	EPA Case	251	02/01/2017	16,193.31	
Action...		Goodwin Satchi	999901	IP Matter	4	02/01/2017		
Action...		Banc de Americas	999906	Business Unit Acquisition	8025.US00	02/01/2017		
Action...	Edited	Abbey Road	999902	New Product Release	58	02/01/2017		
Action...	Edited	Amazing, Inc.	999907	Tax Compliance Advice	729	02/01/2017	11,947.00	▲
Action...	Assignee Returned	Goggles	999911	Copyright Infringement	79	02/01/2017	11,366.73	
Action...	Edited	3G	999914	Trademark	659	02/01/2017	10,715.00	
Action...	In Review	Amazing, Inc.	999907	Acquisition of Company XYZ	61	02/01/2017	9,508.75	▲
Action...	Edited	Targon	999908	Building Acquisition	11	02/01/2017	9,177.80	▲
Action...	Edited	Alliances, Inc.	999916	Stock Purchase	8027.CR00	02/01/2017	8,660.56	▲

Actions available for each invoice

Flag indicates non-compliance with OCG and billing rules

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Prebills Assigned Prebills In Billing

Status All Search

All
New
Billing Returned
Assigned
Unassigned
Assignee Returned
In Review
Edited

Hold Assign Edit Email Print

STATUS	CLIENT NAME	CLIENT#	MATTER NAME	MATTER#	CREATED DATE
Assignee Returned	Goodwin Satchi	999901	IP Matter	25	02/01/2017
Edited	Vampira Industries	999915	EPA Case	251	02/01/2017
Edited	Goodwin Satchi	999901	IP Matter	4	02/01/2017
			Business Unit Acquisition	8025.US00	02/01/2017

Filter for specific invoices by status, or use the general search function

elevate My Prebills

Bill It Send Update Hold Assign

Client: LULU4458 - Lulanu Sports Matter: LS142596 - Project Clean Start 2.0 Prebill No.: #2280785 Original Amount: 1,487.85 Edits: -226.50 Net Amount: 1,261.35

Date: 03 Jun 2021

Matter Billing Instructions: Provide cover letter before mailing to client

Fees 10 Disbursements 28 Available Funds Prebill Summary Edit History

Hide Billing Rules Refresh Billing Rules

View All | View All Billing Rules **Total amount at risk: \$1,168.00**

View Only 1 instances where Date is "2017-05-04".

View Only 3 instances where Description has "&" or "and".

View Only 3 instances where Description has review.

View Only 2 instances where Inadequate Description.

Search for: Description keyword in All Timekeepers All Phases All Tasks All Activities

Write Off No Charge Transfer Hold Add Note Show Edited Only Find & Replace Hide Markup Reset

ACTION	TIMEKEEPER	DATE	HOURS	RATE	FEES	PHASE	TASK	ACTIVITY	DESCRIPTION
Action...	Eric Garcia	01 May 2017	0:20	725.00	145.00	-	-	-	Modify electronic-discovery-database
			0:10		72.50				
Action...	Richard Swin	03 May 2017	0:10	385.00	38.50	-	-	-	Conduct analysis regarding site-visit;document review and revise draft client requests
			0:00	0.00	0.00				
			0:17	725.00	145.00	-	-	-	Schedule committee call coverage
			0:30		217.50				
			0:17	385.00	77.00	-	-	-	Continue to-draft site visit outlines
			0:10		38.50				

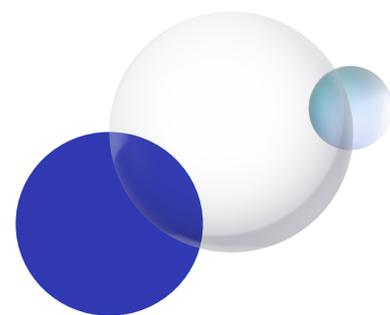
Editable pre-bill information includes fee and disbursements

See total amount affected where billing rules are triggered

Edits appear on the pre-bill, such as changes to the net amount or comments added to pre-bill instructions

View adjustment guidance for items flagged as outside of billing rules

You can add a reason to justify non-compliance



Case Study

Previous State:

A 200-lawyer firm utilises a manual bill review process, resulting in a lack of transparency, inconsistencies across practice areas, and an extended turnaround time, creating significant bottlenecks and write-offs due to ageing WIP.

With Manage Billing software from Elevate, the firm is now able to:

- Increase insights and organisation over the previous manual process
- Create a faster invoice-to-cash cycle and reduce aging AR
- Minimise revenue leakage with higher billing realisation
- Increase client satisfaction with timely, accurate invoices
- Decrease administrative work for lawyers leading to higher utilisation rates

Why select Manage Billing from Elevate?

- Decrease the number of outstanding receivables and write-offs
- Flag potential objections that do not conform to OCG
- Reduce pre-bill review time so lawyers can get back to the business of law
- Share data across software modules, improve collaboration, and eliminate data-entry

