



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

Flag indicates non-compliance with OCG and billing rules

Actions available for each invoice

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

My Prebills

Bill It

Send Update

Hold

Assign

1 of 1

Write Off

Email

Download

Close

Client

LULU4458 - Lulanu Sports

Matter

LS142566 - Project Clean Start 2.0

Prebill No.

#2280785

Original Amount

1,487.85

Edit *

-226.50

Net Amount

1,261.35

Date

03 Jun 2021

Matter Billing Instructions

Provide cover letter before mailing to client

Add Prebill Instructions

Fees 10

Disbursements 20

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

Q

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				
			0.20	725.00	145.00	-	-	-	Schedule committee call coverage
			0.30		217.50				
			0.20	385.00	77.00	-	-	-	Continue to draft site visit outlines
			0.10		38.50				

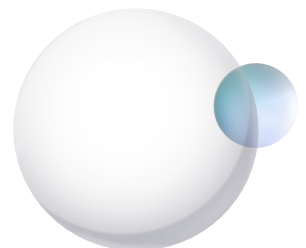
Editable pre-bill information includes fee and disbursements

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

