



## Enterprise Legal Management (ELM)

# Manage Billing Software for Law Departments



### Spend Management and eBilling

The Elevate ELM Manage Billing software for law departments customises and automates the flagging of problematic billing entries before submission.

Monitor trends and uncover savings while ensuring outside counsel guideline (OCG) compliance.

### The Elevate ELM

Software that legal and business professionals actually use.

Dedicate less time to invoice review and refocus your efforts on spend management and legal matters.

- Technology-enabled invoice review and visibility into supplier spend
- Provide law firms with OCG compliance transparency before invoice submission
- Enables the option to select line-item review
- Capture 100% of billing data from global suppliers regardless of location, size, or technical infrastructure

MANAGE BILLING | DASHBOARD

MY INVOICES (2) ON HOLD (0) PENDING (4) **IN REVIEW (5)** APPROVED (3) REJECTED (22) SENT FOR PAYMENT (10) PAID (151) ADD

Invoice	Vendor	Matter Name	Assignee	Currency	Fees	Expenses	Total	Violations	Age
577854	Smith & Smith	Project SlackX	Samuel Smith	USD	150,000.00	5,000.00	162,500.00	3	57
578988	Smith & Smith	Commercial Project Partnership	Beth Tole	USD	1,400,000.00	10,000.00	1,410,000.00	6	42
AA4455	Grove Witness	Clean start 2.0	Beth Tole	USD	45,500.00	8,499.00	54,000.00	0	41
1334M	Smith King Law	IP Globe	Samuel Smith	USD	5,000.00	210.00	5210.00	0	12
1322M	Smith King Law	Project Herd	Samuel Smith	USD	10,500	0	10,500	0	9

**MANAGE BILLING | VIEW LINE ITEMS**

SUMMARY DOCUMENTS (1) **LINE ITEMS (5)** HISTORY

ADJUSTMENT TOTAL: \$0.00 (0.0%)

Line	Timekeeper Classification	Task Act.	Description	Units	Unit Rate	Tax Rate (%)	Adjustment Discount	Total	Date
1	Bedree, Melvin Associate	L120 A104	Review matter docs for new filings	1.0	\$275.00	\$49.50 20.0	\$0.00 \$27.50	\$297.00	Nov 04, 2021
2	Li, Anni Partner	L110 A104	Attention to outstanding issues, Correspondence with Client re: new filings for Wen, review media coverage.	2.7	\$680.00	\$330.48 20.0	\$0.00 \$183.60	\$1,982.88	Nov 05, 2021
<b>Flagged for Review:</b> 1. The line item Description appears to be block billed.									
3	Bedree, Melvin	L190	Schedule remaining witnesses	0.9	\$275.00	\$44.55 20.0	\$0.00 \$24.75	\$267.30	Nov 05, 2021
4				0.3	\$680.00	\$36.72 20.0	\$0.00 \$20.40	\$220.32	Nov 10, 2021

Buttons: HOLD, REJECT, APPROVE, ADJUST

Callout 1: Actionable line-item review where you can approve, reject, or adjust an invoice

Callout 2: Visualisations flag non-compliant invoices for further review or as clear violations

## Case Study

### Previous State:

An international financial services company deals with hundreds of vendors submitting invoices. The company lawyers spend significant time reviewing line items and finding non-compliant charges that they send back to the law firms to correct. The company needs a way to speed up this process and know that invoices are OCG compliant.

### The impact of implementing Manage Billing:

- Manage Billing gave the power of compliance to the law firms with notifications and explanations of how to fix non-compliant charges before they are submitted
- A standardised invoice intake process for all suppliers
- A comprehensive view of global spend, organised by the law department needs
- Easy for both law departments and law firms to see non-compliant charges
- Invoice review time is reduced, resulting in cost savings and reallocation of timerates

## Why select Manage Billing from Elevate?

- Streamline invoice intake, review, and analysis
- Reduce invoice review time
- Gain visibility into pre-bill and invoice communications between law departments and law firms
- Available as a managed service for spend management
- Share data across software modules, improve collaboration, and eliminate data re-entry