

# Vendor Accrual Collaboration via BillingPoint - November 2023

## Definitions

**Accrual Cadence:** the repeated frequency with which accruals will be requested

**Vendor Accrual Submission Window:** the number of days the vendors will have the ability to provide accrual values

**Client Review Window:** the number of days the client reviewers will have the ability to review/edit/approve accrual values

**Department Accrual Process:** the record for a cadence specific accrual request that contains all vendors included in the accrual process

**Vendor Accrual Process:** the record for a vendor containing all matters on which accruals have been requested for a given Department Accrual Process

**Accrual Request:** the accrual value for a single matter/vendor for the requested cadence; there are  $n$  number of Accrual Requests on a single Vendor Accrual Process

**Accruals Admin:** User Group for client users that need access to review/approve all submitted vendor accruals

## Accrual Settings

The Accrual Settings will be configured during implementation; Accrual Settings is a child app of ELM Configuration Settings. They will set the default for the corporation but some of these can be adjusted at the individual VATM level.

- Accrual Cadence
- Accrual Calendar
- Accrual Collection Dates (Annual, Periodic, and Monthly)
- Vendor Accrual Submission Window
- Client Review Window
- 3 Notification Reminders (number of days before the end of the submission window when vendor should receive a reminder notice)
- Additional Accrual Access Role Name (the value in this field should represent the Matter Participant Role which will be given access to the Matter Accruals screen in addition to the Matter Manager)
- Who Should Be Notified of Submitted Accruals (roles to be notified of submitted Accruals for review)

Configuration Settings ELM Configuration Dashboard ELM Test

## ELM Configuration Settings

**WARNING:**  
 Only authorized Onit employees are permitted to change ELM Configuration Settings. If you are not an authorized Onit employee or are uncertain, please create a support ticket at <https://su>  
 ELM Configuration Settings enable or disable features in ELM per the client Statement of Work or a Change Order. When you enable a feature, you only enable the configuration in ELM. [Man](#)  
 feature.  
 By changing the ELM Configuration Settings you acknowledge you are authorized by Onit to perform the changes.

Vendor Discounts: Tiered Volume Discounts **Enabled**, Early Payment Discounts **Enabled**  
 Fee Arrangements: Alternative Fee Arrangements **All Enabled**, Standard Fee Arrangem **All Enabled**

Configuration Settings Fiscal Years (8) Budget Settings (1) **Accrual Settings (1)**

Actions Filter type Simple Advanced Filters Refresh Export Select Fields

Name	Accrual C...	Accrual C...	Vendor A...	Client Re...	First Notif...	Second N...	Third Noti...	Elapsed Days	Status	Start	Phase
<a href="#">Accrual Settings</a>	Period	Calendar	1	1	3	2	1	90	Pending	Aug 31, 2023 06:52 AM	Phase 1

### Accrual Settings

**General**

- Accrual Cadence \* Period
- Accrual Calendar \*  Fiscal  Calendar
- Annual Accrual Day \* 1
- Annual Accrual Month \* November
- Period 1 Accrual Day \* 1
- Period 1 Accrual Month \* November
- Period 2 Accrual Day \* 1
- Period 2 Accrual Month \* April
- Period 3 Accrual Day \* 1
- Period 3 Accrual Month \* July
- Period 4 Accrual Day \* 1
- Period 4 Accrual Month \* September
- Monthly Accrual Date \* 15th
- Vendor Accrual Submission Window \* 1
- Client Review Window \*  1
- First Notification Reminder for Vendor Submission Window 3
- Second Notification Reminder for Vendor Submission Window 2
- Third Notification Reminder for Vendor Submission Window 1
- Additional Accrual Access Role Name  Paralegal
- Who Should Be Notified Of Submitted Accruals Both

## Requesting an Accrual from a Vendor

1. During the Vendor Assignment to Matter process, the user can choose to request the vendor to provide accruals on the matter using the "Require Accruals For Matter" field.

2. If "Require Accruals For Matter" is set to yes, the user will then see the "Accrual Cadence" field. This field will default to the cadence set in the Accrual Settings but can be edited if the VATM accruals should be collected at a different cadence.
3. When the next scheduled date for the selected accrual cadence occurs, the vendor will receive an email notification alerting them to enter their accruals via BillingPoint.
4. If there is an open Accrual Process for the selected cadence when the vendor is assigned, that matter will automatically be included in the existing Accrual Process.

*If the accrual is not requested during the Vendor Assignment to Matter, the above-mentioned fields can be edited VATM record.*

**Vendor Assignment to Matters**

[Assign Vendor](#)

**Vendor \***

**Appeals Functionality**

**Require Accruals For Matter**  Yes  No

**Accrual Cadence \***  None  Annual  Period  Monthly

**Relationship**  Primary  Secondary

**Vendor Accrual Process**

ELM Test has opened the Q4 2023 Accrual Process. Please log in to BillingPoint through the link below to submit your accruals by the end of day 2023-12-01.

[BillingPoint](#)

Copyright © 2023 Onit. All rights reserved.

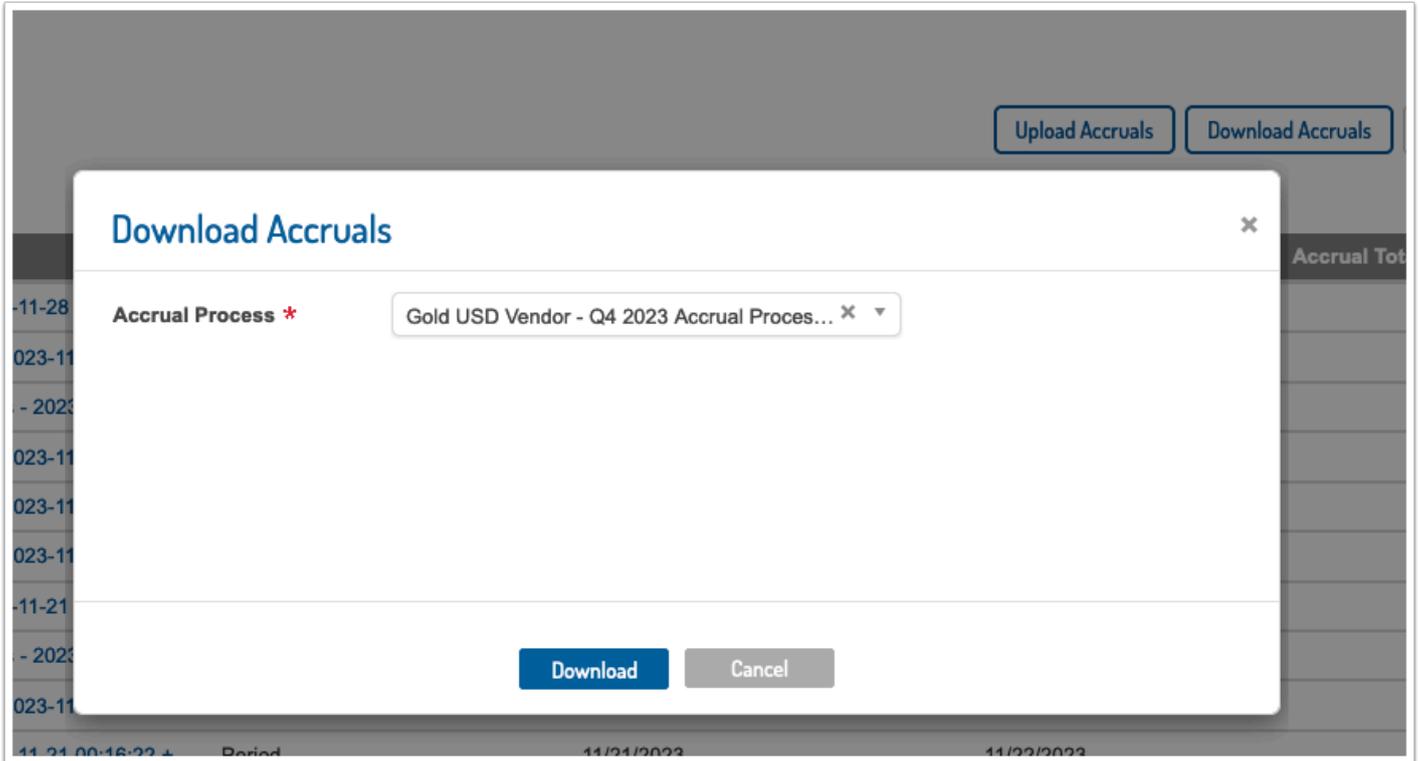
## BillingPoint Accrual Entry

1. Accrual Process will appear on the new Accruals tab within BillingPoint.
2. The Accrual tab is both searchable and sortable.
3. Accrual Processes are both searchable and sortable.
4. Vendors have the ability to bulk submit accrual values within a single Accrual Process.
5. The user can download the accrual template and then upload the values via bulk submission.
6. The uploaded template will be checked for valid data and formatting; if the file is invalid the user will receive a list of errors.
7. Valid accrual templates will be uploaded, and the accruals values can be reviewed before submitting (or saved as draft).
8. Accruals left blank in the template will not be processed.

9. Vendors also have the ability to manually submit accrual values for a single matter at a time directly within BillingPoint.
10. Vendors will receive reminder notifications, at the timeline set in Client Accrual Settings, leading up to the closure of the submission window.

*Accrual Audit Histories are captured in BillingPoint.*

*Invoices are associated to an accrual (as available) upon their submission; the client can choose to implement billing rules related to accruals to apply errors or warnings to invoices.*



Matter Number	Matter Name	Accrual	Notes/Comments	Current	Matter Manag	Accrual Period	Vendor Matter Numbr	Accrual Request Id	Accrual Process Id
2023-117237	M1_GoldUSD_PeriodAccrual_2023-11-28-23	100.00		USD	Admin elm test	10/01/2023 - 12/31/2023		062067408C74040BFC293351810B85	062067408C74040BFC293351810B85
2023-117282	M2_GoldUSD_PeriodAccrual_2023-11-28-23	100.00		USD	Admin elm test	10/01/2023 - 12/31/2023		062067408C74040BFC293351810B85	062067408C74040BFC293351810B85

**Client: Elm Test™**

**1. Upload Accruals Spreadsheet** > 2. Review Accruals

**Upload Files \***

Download Accruals Spreadsheet from the [accruals grid](#). Then upload the accrual spreadsheet to import one or more accruals.

To ensure a successful upload:

- Only upload a .xlsx file
- Define one accrual per matter per row
- Double check matter names and numbers

[Select Files](#)

or drag and drop here to upload.

Client: **Elm Test**

1. Upload Accruals Spreadsheet > 2. Review Accruals

Back

Submit

Accrual list upload successful - danaaccruals.xlsx

Gold USD Vendor - Q4 2023 Accrual Process - 2023-11-28 17:58:57 +0000

Accrual Period Start Date: 10/01/2023

Accrual Period End Date: 12/31/2023

Count of Accruals: 1

Submit	Matter	Accrual Total	Previous Accrual	Comments
<input checked="" type="radio"/>	Submit to client	2023-317282	200.00 USD	

## Accrual Process

View Audit History

Gold USD Vendor - Q4 2023 Accrual Process - 2023-11-28 17:58:57 +0000

Accrual Requested Date: 11/28/2023

Accrual Start Date: 10/01/2023

Accrual Submission Close Date: 12/02/2023

Status: Open

Accrual End Date: 12/31/2023

Accrual Cadence: Period

### Accrual Requests

Search by matter, notes, state, or currency...

Save

Submit All Accruals

Matter Name	Matter Number	Accrual Total	Currency	Vendor Comments	Client Comments	State
M1_GoldUSD_PeriodAccrual_retest26522_1 1.28.23	2023-317237	100.00	USD	100 USD added by vendor		Client Review
M2_GoldUSD_PeriodAccrual_retest26522_1 1.28.23	2023-317282	<input type="text"/>	USD	<input type="text"/>		<input type="button" value="Submit To Client"/>

Displaying 2 Accrual Requests records 50 per page

## Vendor Accrual Process

Q4 2023 Accrual Process deadline for ELM Test is 2023-12-01. Please log in to BillingPoint through the link below to submit your accruals by 2023-12-01.

[BillingPoint](#)

Copyright © 2023 Onit. All rights reserved.

## Accrual Review

1. The designated client users will receive a notification that the Client Review Window is open and there are pending accruals.
2. The user will be directed to the Vendor Accrual Process records to view a listing of all matters on which accruals were requested from the vendor during that Accrual Process.
3. Client users can bulk approve or approve single matter accrual values.
4. Client users can also edit accrual values that were provided by the vendor,
5. If the vendor fails to submit an accrual value within the submission window, the client user is given an opportunity to provide a value on the vendors' behalf during the Client Review Window.

- At the end of the Client Review Window, any Accrual Request record with a value (regardless of if the value is marked as Approved) will be accepted.

## Vendor Accrual Process

The Gold USD Vendor - Q4 2023 Accrual Process review window is now open until 2023-12-03.

[View Accrual Request](#)

Copyright © 2023 Onit. All rights reserved.

Gold USD - Annual 2023 Accrual Process - 2023-11-09 10:40:48 +0000 Access Report Refresh Favorite Print

**General** Accrual Process

**Accrual Process** View Audit History

**Gold USD - Annual 2023 Accrual Process - 2023-11-09 10:40:48 +0000**

Accrual Requested Date: 11/09/2023      Accrual Start Date: 01/01/2023      Accrual Submission Close Date: 11/10/2023  
 Status: Client Review      Accrual End Date: 12/31/2023      Accrual Cadence: Annual

**Accrual Requests**  Approve Selected Approve All

Matter Name	Matter Number	Accrual Total	Currency	Vendor Comments	Client Comments	State
<input type="checkbox"/> ABDUXBLVTIO EFXPY PMKOP YSYUQFPA	20072-WO-PCT	300.00	USD			<input type="button" value="Approve"/>
<input type="checkbox"/> ABEUDXEBRJ	309584A-CA	200.00	USD		test	<input type="button" value="Approve"/>
<input type="checkbox"/> ABEUDXZ	314016A-BD	100.00	USD			<input type="button" value="Approve"/>
<input type="checkbox"/> ABIZAD OBC RULLKWQUZKYYH	2678		USD			<input type="button" value="Approve"/>
<input type="checkbox"/> ABIZWOT TLBLEHV	2714		USD			<input type="button" value="Approve"/>

Phase: Client Review

Generate and Send Accrual Spreadsheet  
View History  
Update Counts  
End Client Review Window

Post comment...

> Activity

> Participants Expand All