

Vendor Budget Collaboration via BillingPoint - August 2023

Definitions

Budget: Set at the VATM level, dictates the type of budget, budget details, and calendar type. No value is set at this level but budget detail values are summed up to this level.

Budget Details: Child to the Budget, the Budget Detail holds the actual information about the given budget and spend amounts in a given timeframe. The number of Budget Detail children that are created is directly related to the Type of Budget being created. For example, a LOM Vendor Budget will have 1 Budget Detail per Vendor, with a time period of "LOM" - an Annual Matter Budget will have 1 Budget Detail per year created for it. Actual data entry for Budget amounts/dates will be done at this level, as well as all "invoice level" spend calculations.

Budget Forecast: An annual option where companies can choose whether to have a scheduled time when all open matters subject to budget collection will be automatically pushed to vendors to provide an update for the future year's budget amount.

Budget Reforecast: An option where a company can choose to automatically request vendors to update their previously supplied budget amounts. Can be set at different time intervals based on the desire of the matter owners.

Cadence: the repeated frequency with which activities will occur

Submission Window: the number of weekdays where vendors will have the ability to provide budget details

Budget Settings

The budget settings will be configured during implementation. They will set the default for the corporation but some of these can be adjusted at the individual VATM budget level.

- Invoice Tracking Date
- Submission Window
- 3 Notification Reminders (number of days before the end of the submission window when vendor should receive a reminder notice)
- Include/Exclude taxes in spend calculations
- Phases to be excluded in spend calculations
- Forecast Settings
 - Forecast Request Type (should Forecasts be automated for Internal, External, or both types of budgets)
 - Forecast Request Cadence (Annual or None)
 - Forecast Request Timing (Day & Month the forecast request will be sent each year if the cadence is set to Annual)
 - Forecast Submission Window
- Reforecast Settings
 - Reforecast Request Type (should Reforecasts be automated for Internal, External, or both types of budgets)
 - Reforecast Request Cadence (Annual, Periodically, Monthly, or None)

- Reforecast Request Timings (Day & Month the forecast request will be sent each if the cadence is set to Annual, Period, or Monthly)
- Reforecast Submission Window

Configuration Settings Access Report Refresh Favorite Print

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://support.onit.com/portals/support>

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. Many features also require BillingPoint setup to fully activate the 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 Arrangements

All Enabled

Configuration Settings

Header Widget Settings (3)

Fiscal Years (19)

Budget Settings (1)

Vendor Discounts

Early Payment Discounts (EPD)

☒

Calculate EPD amount based on

☐ Billed Fees

☒ Net Fees

Tiered Volume Discounts

☒ BillingPoint set up required to fully activate this feature.

Standard Fee Arrangements

Hourly

☒ BillingPoint set up required to fully activate this feature.

Manual

☒

Alternative Fee Arrangements

Sync Vendor Fee Arrangements

Add Header Widget Settings

Setup New Fiscal Year

Clone Most Recently Created Fiscal Year

View History

Post comment...

> Activity

> Participants Expand All

Budget Settings Access Report Refresh Favorite Print

General

Submission Window

1

1st Notification Reminder

3

2nd Notification Reminder

2

3rd Notification Reminder

1

Include Taxes In Actual Calculations?

☒ Yes

☐ No

Exclude Phases From Actual Calculations

Ready For Payment, Pending Payment, Paid

Forecast Request

Forecast Request Type

☐ Internal

☐ External

☒ Both

Forecast Request Cadence

☐ None

☒ Annual

Forecast Request Day

11

Forecast Request Month

July

Forecast Submission Window

1

Budget Reforecast Request

Reforecast Request Cadence

☐ None

☐ Annual

☒ Period

☐ Monthly

Reforecast Request Type

☐ Internal

☒ External

☐ Both

Annual Reforecast Day

11

Annual Reforecast Month

July

Period1 Reforecast Day

1

Edit

Phase: Phase 1

View History

Post comment...

> Activity

> Participants Expand All

Budget Reforecast Request

Reforecast Request Cadence *	<input type="radio"/> None	<input type="radio"/> Annual	<input checked="" type="radio"/> Period	<input type="radio"/> Monthly
Reforecast Request Type *	<input type="radio"/> Internal	<input checked="" type="radio"/> External	<input type="radio"/> Both	
Annual Reforecast Day *	11			
Annual Reforecast Month *	July			
Period1 Reforecast Day *	1			
Period1 Reforecast Month *	January			
Period2 Reforecast Day *	1			
Period2 Reforecast Month *	April			
Period3 Reforecast Day *	12			
Period3 Reforecast Month *	July			
Period4 Reforecast Day *	1			
Period4 Reforecast Month *	December			
Monthly Reforecast Date *	<input type="radio"/> 1st	<input checked="" type="radio"/> 15th	<input type="radio"/> Last day of the month	
Reforecast Submission Window * ⓘ	5			

Edit

Requesting a Budget from a Vendor

- During the Vendor Assignment to Matter process, the user can choose to immediately request the vendor to provide a budget on the matter using the “Save and Create Budget” button.
- On the Budget Setup Wizard, the user will be able to specify the budget requirements and will see the Budget Detail Periods that will be requested from the vendor.
 - Budget Type (Life of Matter, Annual, Period, or Monthly)
 - Budget Calendar (Fiscal or Standard Calendar)
 - Budget Detail Type (Fee & Expense Budget Values or Total Budget)
 - Forecast Request Cadence (this setting will default to the Corporation default set in the Budget Settings but can be edited for the specific budget)
 - Reforecast Request Cadence (this setting will default to the Corporation default set in the Budget Settings but can be edited for the specific budget)
- Once the budget request is sent to the vendor the Budget tab will appear on the VATM. Navigating into the record will show the details of the budget requested.

If the budget is not requested directly from the Vendor Assignment to Matter form, it can be requested later using the “Add Budget” button on the right side of a VATM record.

Vendor Assignment to Matters

[Assign Vendor](#)

Vendor *

Gold USD Vendor

✕

Invoice Currency *

United States Dollar

▼

Fee Arrangement *

Hourly

▼

Appeals Functionality

☒

Invoices for This Matter Are Eligible for the Following Discounts:

Tiered Volume Discount?

☒

Early Payment Discount?

☒

Require Accruals For Matter

☒ Yes

☐ No

Relationship

☒ Primary

☐ Secondary

Save

Save and Create Budget

Budget Setup Wizard

[Budget Setup](#)

Request Budget From Vendor

☒ Yes

☐ No

Vendor Name

Gold USD Vendor

Notes From Client

Budget Type *

☐ Life of Matter

☐ Annual

☒ Period

☐ Monthly

Budget Calendar *

☐ Fiscal

☒ Calendar

Budget Detail Type *

☒ Fee/Expense

☐ Total

Note: Once the above values are set they are locked down and cannot be changed. In order to change them once set, please close this wizard and launch a new one.

Forecast Request Cadence

☐ None

☒ Annual

Reforecast Request Cadence

☐ None

☐ Annual

☒ Period

☐ Monthly

Budget values for the following periods will be requested from the vendor.

01/01/2023 - 03/31/2023

04/01/2023 - 06/30/2023

07/01/2023 - 09/30/2023

10/01/2023 - 12/31/2023

Setup Budget

Demo Matter 123457 / Gold USD Vendor

Vendor Financial **Budgets (1)** Billing Authorizations

Actions Filter type Simple Advanced Filters Refresh Export Select Fields

Name	Total Amount (Vendor Currency)	Total Fee Amount	Total Expense Amount	Budget Remaini	Total Actual (Vendor Currency)
<input type="checkbox"/> Demo Matter 123457 / Gold USD Vendor - Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

< > Page 1 of 1 > Rows per page: 25 1-1 of 1

Matter

Matter Name Demo Matter 123457

Menu
Clock
Star
Demo Matter 123457 / Gold USD Vendor - Period Budget
ELM Test

Demo Matter 123457 / Gold USD Vendor - Period

This is an external Budget.(Vendor has not yet submitted the budget detail values.)

General

Matter Name Demo Matter 123457

Matter Description External Budget demonstration matter

Budget Type * Period

Calendar Type * Calendar Year

Budget Detail Type * ☐ Fee/Expense ☒ Total

Budget Currency (Vendor Currency) USD

Request Budget From Vendor ☒ Yes ☐ No

Notes From Client

☐ Include Previously Submitted Invoices In Budget Remaining Calculations?

Submission End Date 7/13/2023

Forecast Request Cadence ☐ None ☒ Annual

Next Automated Forecast Date 7/12/2023

Reforecast Request Cadence ☐ None ☐ Annual ☒ Period ☐ Monthly

Next Automated Reforecast Date 7/12/2023

[Edit](#)

BillingPoint Budget Entry

1. The vendor will receive an email notification to alert them that the client has requested a budget.
2. Matters where budgets are requested will appear on the new Budgets tab within BillingPoint.
 1. The Budgets tab is both searchable and sortable.

3. Budgets will have a submission window displayed at the top of the budget submission page.
4. Vendors have the ability to bulk submit budget values across matters.
 1. The user can download the budget template and then upload the budget values for bulk submission.
 2. The uploaded template will be checked for valid data and formatting; if the file is invalid the user will receive a list of errors.
 3. Valid budget templates will be uploaded and the budget values can be reviewed before submitting.
 4. Budgets left blank in the template will not be processed.
5. Vendors have the ability to manually submit budget values for a single matter at a time directly within BillingPoint.

ELM Test has requested budget be provided for matter Demo Matter 123457

Client Name: ELM Test

Matter Name & Number: Demo Matter 123457 (2023-177702)

Budget Type: Period

Budget Detail Type: Total

Period(s) for which budgets are requested: 01/01/2023 - 03/31/2023
04/01/2023 - 06/30/2023
07/01/2023 - 09/30/2023
10/01/2023 - 12/31/2023

Budget Record: [Demo Matter 123457 / Gold USD Vendor - Period](#)

BILLINGPOINT

All | admin.goldsud@billingpoint.com | English

Dashboard | Billing Authorizations | Budgets | Invoices | Payments | Reports | Timekeepers | Client Settings

Client: Elm Test

Budgets / Active

View

[Upload Budgets](#) [Download Budgets](#)

[Submit to Client](#) | [Archive](#)

	Matter	Budget Type	Budget Detail Type	Calendar Type	Requested Date	Submitted Date	Status	Approved Budget	Pending Budget	Fee Arrangement
<input type="checkbox"/>	2023-177702 - Demo Matter 123457	Period	Total	Calendar	07/12/2023		Pending Submission	0.00 USD	0.00 USD	Hourly
<input type="checkbox"/>	2023-177661 - LS_retest_23494_07.12.23	Monthly	Total	Calendar	07/12/2023	07/12/2023	Pending Submission	8,000.00 USD	10,000.01 USD	Hourly
<input type="checkbox"/>	2023-177637 - LS_retest_23425_07.12.23	Annual	Total	Calendar	07/12/2023	07/12/2023	Pending Submission	0.00 USD	1,000.00 USD	Hourly
<input type="checkbox"/>	2023-177616 - FY_Annual_Budget to Sp...	Annual	Total	Fiscal	07/12/2023	07/12/2023	Pending Approval	0.00 USD	12,000.00 USD	Hourly
<input type="checkbox"/>	2023-177572 - FY_22461_Annual_Budget...	Annual	Total	Fiscal	07/12/2023	07/12/2023	Pending Approval	0.00 USD	13,000.00 USD	Hourly
<input type="checkbox"/>	2023-177463 - FY_22391_Annual_Budget...	Annual	Fee/Expense	Fiscal	07/12/2023	07/12/2023	Pending Approval	0.00 USD	10,000.00 USD	Hourly
<input type="checkbox"/>	2023-176726 - FY_22391_Annual_Budget...	Annual	Total	Fiscal	07/12/2023	07/12/2023	Pending Approval	0.00 USD	12,000.00 USD	Hourly
<input type="checkbox"/>	2023-177130 - NJ External reforecast notif...	Monthly	Total	Calendar	07/12/2023	07/12/2023	Pending Submission	0.00 USD	7,800.00 USD	Hourly
<input type="checkbox"/>	2023-177034 - LS_retest01_ReforecastPr...	Monthly	Total	Calendar	07/11/2023	07/11/2023	Pending Submission	0.00 USD	30,000.01 USD	Hourly
<input type="checkbox"/>	2023-177019 - LS_retest_23310_07.11.23	Period	Total	Calendar	07/11/2023	07/11/2023	Pending Submission	1,000.00 USD	3,000.00 USD	Hourly
<input type="checkbox"/>	2023-176958 - LS_PeriodFiscal_Budget t...	Period	Fee/Expense	Fiscal	07/11/2023	07/11/2023	Pending Approval	0.00 USD	30,000.00 USD	Hourly
<input type="checkbox"/>	2023-176910 - LS_PeriodFiscal_Budget t...	Period	Total	Fiscal	07/11/2023	07/11/2023	Pending Approval	0.00 USD	30,000.03 USD	Hourly
<input type="checkbox"/>	2023-176738 - VP_MonthlyMatter_Refor...	Monthly	Fee/Expense	Calendar	07/11/2023	07/11/2023	Pending Submission	0.00 USD	2,400.00 USD	Hourly
<input type="checkbox"/>	2023-176461 - Test_22742_Annual_Refor...	Annual	Total	Calendar	07/11/2023	07/11/2023	Pending Submission	0.00 USD	27,000.00 USD	Hourly
<input type="checkbox"/>	2023-176438 - VP_ReforecastNotification...	Period	Fee/Expense	Calendar	07/11/2023	07/11/2023	Pending Submission	0.00 USD	2,393.00 USD	Hourly
<input type="checkbox"/>	2023-176411 - PeriodFiscal_Budget to Sp...	Period	Fee/Expense	Fiscal	07/11/2023	07/11/2023	Pending Approval	0.00 USD	30,000.00 USD	Hourly
<input type="checkbox"/>	2023-176362 - FYPeriodFE_Budget to Sp...	Period	Fee/Expense	Fiscal	07/10/2023	07/10/2023	Pending Approval	0.00 USD	15,000.00 USD	Hourly

Download Budgets



Budget Detail States *

Select one or more states...

☐ Include Life of Matter Budgets

Budget Start Date

07/28/2023



Budget End Date

07/28/2023



Status *

☒ Active ☐ All (Active and Archived)

Download

Cancel

Matter Number	Matter Name	Budget Type	Budget Detail Type	Calendar Type	Fee Arrangement	Budget Start Date	Budget End Date	Fee	Expense	Total	Currency
2023-100682	AA-TEST	Period	Fee/Expense	Calendar	Hourly	01/01/2023	03/31/2023			0.00	USD
2023-100682	AA-TEST	Period	Fee/Expense	Calendar	Hourly	04/01/2023	06/30/2023			0.00	USD
2023-155465	exampleRecord22766_06.07.23	Period	Fee/Expense	Calendar	Hourly	01/01/2023	03/31/2023			0.00	USD
2023-155465	exampleRecord22766_06.07.23	Period	Fee/Expense	Calendar	Hourly	04/01/2023	06/30/2023			0.00	USD
2023-188848	test_spend_hk_2	Monthly	Total	Calendar	Hourly	01/01/2023	01/31/2023				USD
2023-188848	test_spend_hk_2	Monthly	Total	Calendar	Hourly	02/01/2023	02/28/2023				USD
2023-188848	test_spend_hk_2	Monthly	Total	Calendar	Hourly	03/01/2023	03/31/2023				USD
2023-188848	test_spend_hk_2	Monthly	Total	Calendar	Hourly	04/01/2023	04/30/2023				USD
2023-188848	test_spend_hk_2	Monthly	Total	Calendar	Hourly	05/01/2023	05/31/2023				USD
2023-188848	test_spend_hk_2	Monthly	Total	Calendar	Hourly	06/01/2023	06/30/2023				USD
2023-187675	Verify_BudgetType_Monthly_Period(s)	Monthly	Fee/Expense	Calendar	Hourly	01/01/2023	01/31/2023			0.00	USD
2023-187675	Verify_BudgetType_Monthly_Period(s)	Monthly	Fee/Expense	Calendar	Hourly	02/01/2023	02/28/2023			0.00	USD
2023-187675	Verify_BudgetType_Monthly_Period(s)	Monthly	Fee/Expense	Calendar	Hourly	03/01/2023	03/31/2023			0.00	USD
2023-187675	Verify_BudgetType_Monthly_Period(s)	Monthly	Fee/Expense	Calendar	Hourly	04/01/2023	04/30/2023			0.00	USD
2023-187675	Verify_BudgetType_Monthly_Period(s)	Monthly	Fee/Expense	Calendar	Hourly	05/01/2023	05/31/2023			0.00	USD
2023-187675	Verify_BudgetType_Monthly_Period(s)	Monthly	Fee/Expense	Calendar	Hourly	06/01/2023	06/30/2023			0.00	USD

BILLINGPOINT

All * | admin.goldusd@billingpoint.com | English

Dashboard Billing Authorizations Budgets Invoices Payments Reports Timekeepers Client Settings

Client: Elm Test

1. Upload Budget Spreadsheet > 2. Review Budgets

Upload Files *

Download Budgets Spreadsheet from the budget grid. Then upload the budget spreadsheet to import one or more budgets.

To ensure a successful upload:

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

Select Files

or drag and drop here to upload.

Client: Elm Test

1. Upload Budget Spreadsheet > 2. Review Budgets

Back

Submit

Budget list upload successful - budgets(10).xlsx

X

Toggle All "Submit To Client" Off

Budget: 2023-132146 - PS_internally_provided_external__yes_monthly_fiscal_feeexp_15

Matter: 2023-132146 - PS_internally_provided_external__yes_monthly_fiscal_feeexp_15
Budget Detail Type: Fee/Expense

Client Name: Elm Test

Matter Manager: Admin elm-test

Budget Type: Monthly Currency: USD

Fee Arrangement: Hourly Capped

Legal Entity: Onit Houston
Tax#: 12345-HOU
601 Sawyer St Suite 750
Houston Texas 77006
United States

<input checked="" type="checkbox"/> Submit	Period	Fee Budget	Expense Budget	Fee Spend	Expense Spend	Previous Fee Budget	Previous Expense Budget
<input checked="" type="checkbox"/> Submit to client	01-01-2023 / 01-31-2023	67,000.00 USD	67,000.00 USD			67,000.00 USD	67,000.00 USD
<input checked="" type="checkbox"/> Submit to client	02-01-2023 / 02-28-2023	67,000.00 USD	67,000.00 USD			67,000.00 USD	67,000.00 USD
<input checked="" type="checkbox"/> Submit to client	05-01-2023 / 05-31-2023	67,000.00 USD	67,000.00 USD			67,000.00 USD	67,000.00 USD
<input checked="" type="checkbox"/> Submit to client	04-01-2023 / 04-30-2023	67,000.00 USD	67,000.00 USD			67,000.00 USD	67,000.00 USD
<input checked="" type="checkbox"/> Submit to client	06-01-2023 / 06-30-2023	67,000.00 USD	67,000.00 USD			67,000.00 USD	67,000.00 USD
<input checked="" type="checkbox"/> Submit to client	03-01-2023 / 03-31-2023	67,000.00 USD	67,000.00 USD			67,000.00 USD	67,000.00 USD

Client: Elm Test

Budget Submission Window will close at the end of the day on July 12, 2023.

Budget: 2023-177702 - Demo Matter 123457

View Audit History

Budget Summary

Matter: 2023-177702 - Demo Matter 123457

Client: Elm Test

Budget Type: Period

Fee Arrangement: Hourly

Budget Detail Type: Total

Matter Manager: Admin elm-test

Calendar Type: Calendar

Legal Entity: Onit Houston
Tax#: 12345-HOU
601 Sawyer St Suite 750
Houston Texas 77006
United States

Currency: USD

Client Notes:

Budgets Details

Submit All Budgets

Period	Total Budget	Total Spend	Status	Notes/Comments
01-01-2023 / 03-31-2023	<input type="text"/> USD		<input type="button" value="Submit To Client"/>	<input type="text"/>
04-01-2023 / 06-30-2023	<input type="text"/> USD		<input type="button" value="Submit To Client"/>	<input type="text"/>
07-01-2023 / 09-30-2023	<input type="text"/> USD		<input type="button" value="Submit To Client"/>	<input type="text"/>
10-01-2023 / 12-31-2023	<input type="text"/> USD		<input type="button" value="Submit To Client"/>	<input type="text"/>



Client: Elm Test

Budget: 2023-177702 - Demo Matter 123457

[View Audit History](#)

Budget Summary

Matter: 2023-177702 - Demo Matter 123457
Budget Type: Period
Budget Detail Type: Total
Calendar Type: Calendar
Currency: USD

Client: Elm Test
Fee Arrangement: Hourly
Matter Manager: Admin elm-test
Legal Entity: Onit Houston
Tax#: 12345-HOU
601 Sawyer St Suite 750
Houston Texas 77006
United States

Client Notes:

Budgets Details

[Submit All Budgets](#)

Period	Total Budget	Total Spend	Status	Notes/Comments
01-01-2023 / 03-31-2023	0.00 USD		Pending Approval	No work performed in this period.
04-01-2023 / 06-30-2023	75000.00 USD		Pending Approval	
07-01-2023 / 09-30-2023	125000.00 USD		Pending Approval	
10-01-2023 / 12-31-2023	50000.00 USD		Pending Approval	

Budget Review

1. The client user will receive a notification that there is a budget pending their approval.
2. The Budget record will be updated to include the totals of the Budget Detail values submitted.
3. The user can bulk approve all Budget Details on the matter, or drill into individual Budget Details to review further and Approve or Reject.
4. Rejected budgets will be sent back to the vendor for editing/resubmission.
 1. The vendor will receive a rejection notification.
 2. The submission window will restart and be displayed at the top of the budget submission page.

Demo Matter 123457 / Gold USD Vendor - Period

[Access Report](#) [Refresh](#) [Favorite](#) [Print](#)

This is an external Budget.

General Budget Details - Total (4)

Matter Name: Demo Matter 123457
Matter Description: External Budget demonstration matter
Budget Type: Period
Calendar Type: Calendar Year
Budget Detail Type: ☐ Fee/Expense ☒ Total
Budget Currency (Vendor Currency): USD
Total Amount (Matter Currency): \$250,000.00
Total Amount (Vendor Currency): \$250,000.00
Total Amount (USD): \$250,000.00
Total Actual (Vendor Currency): \$0.00
Budget Remaining (Vendor Currency): \$250,000.00
Request Budget From Vendor: ☒ Yes ☐ No
Notes From Client: ☐ Include Previously Submitted Invoices In Budget Remaining Calculations?
Submission End Date: 7/13/2023
Forecast Request Cadence: ☐ None ☒ Annual
Next Automated Forecast Date: 7/12/2023
Reforecast Request Cadence: ☐ None ☐ Annual ☒ Period ☐ Monthly
Next Automated Reforecast Date: 7/12/2023

Phase: Pending Approval

[View History](#)[TEST: Receive Budget Details](#)[TEST : Pull expired budget details](#)[TEST: Send Expired Budget Notif](#)[Request Reforecast](#)[> Activity](#)[> Participants](#)[Expand All](#)

Demo Matter 123457 / Gold USD Vendor - Period

This is an external Budget.

General [Budget Details - Total \(4\)](#)

Phase: Pending Approval

Actions

FILTERS APPLIED | Filter type: Simple | Advanced | Filters | Refresh | Export | Select Fields

<input type="checkbox"/>	Name	Phase	Start Date	End Date	Total Amount (Vendr)	Invoice Actuals (Vendor Currency)
<input type="checkbox"/>	01-01-2023 / 03-31-2023	Pending Approval	Jan 1, 2023	Mar 31, 2023	\$0.00	\$0.00
<input type="checkbox"/>	04-01-2023 / 06-30-2023	Pending Approval	Apr 1, 2023	Jun 30, 2023	\$75,000.00	\$0.00
<input type="checkbox"/>	07-01-2023 / 09-30-2023	Pending Approval	Jul 1, 2023	Sep 30, 2023	\$125,000.00	\$0.00
<input type="checkbox"/>	10-01-2023 / 12-31-2023	Pending Approval	Oct 1, 2023	Dec 31, 2023	\$50,000.00	\$0.00

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View History

TEST: Receive Budget Details

TEST: Pull expired budget details

TEST: Send Expired Budget Notif

Request Reforecast

Post comment...

> Activity

> Participants

Demo Matter 123457 / Gold USD Vendor - Period

This is an external Budget.

General [Budget Details - Total \(4\)](#)

Phase: Approved

Actions

FILTERS APPLIED | Filter type: Simple | Advanced | Filters | Refresh | Export | Select Fields

<input type="checkbox"/>	Name	Phase	Start Date	End Date	Total Amount ...	Invoice A...
<input type="checkbox"/>	01-01-2023 / 03-31-2023	Approved	Jan 1, 2023	Mar 31, 2023	\$0.00	\$0.00
<input type="checkbox"/>	04-01-2023 / 06-30-2023	Approved	Apr 1, 2023	Jun 30, 2023	\$75,000.00	\$47,088.00
<input type="checkbox"/>	07-01-2023 / 09-30-2023	Approved	Jul 1, 2023	Sep 30, 2023	\$125,000.00	\$23,544.00
<input type="checkbox"/>	10-01-2023 / 12-31-2023	Approved	Oct 1, 2023	Dec 31, 2023	\$50,000.00	\$0.00

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View History

TEST: Receive Budget Details

TEST: Pull expired budget details

TEST: Send Expired Budget Notif

Request Reforecast

Post comment...

> Activity

> Participants

Forecast Process

- As mentioned previously, the Forecast Request Cadence will default to the Corporation default set in the Budget Settings but can be edited for the specific budget during the VATM budget setup.
- The Forecast process is automated by the system, based on the timing set in the Budget Settings.
- If a budget is set for annual automatic forecast, when the date defined in settings occurs, the budget periods for the next year will be requested from the vendor.
- The vendor will receive a notification of the new budgets that have been requested.
- Budgets will have a submission window displayed at the top of the budget submission page.
- Forecast budgets can be submitted via the same bulk spreadsheet upload or manual submission covered above.
- Forecast budget submissions will be routed through the approval workflow.
- If a budget is opted out of automated forecasting, client users will have the ability to manually request a forecast.
- If a historical year budget is entered it is automatically opted out of the automated forecast process until a budget exists for the current year.

Reforecast Process

- As mentioned previously, the Reforecast Request Cadence will default to the Corporation default set in the Budget Settings but can be edited for the specific budget during the VATM budget setup.
- The Reforecast process is automated by the system, based on the timing set in the Budget Settings. Timing is setup for each Reforecast cadence type (annual, period, & monthly).
- If a budget is set for automatic forecast, when the date defined in settings occurs for the selected cadence, any unbilled, current and future budget periods will be requested for the vendor to reforecast.
- The vendor will receive a notification of the reforecast request.
- Budgets will have a submission window displayed at the top of the budget submission page.
- The vendor will have the option to submit “no changes” to their previous budget values; if no changes are submitted the budgets will be automatically returned to their previous state prior to reforecasting.
- Any budget value that is changed during the reforecast process will be re-routed through the approval workflow.
- Reforecast budgets can be submitted via the same bulk spreadsheet upload or manual submission covered above.
- Manual Reforecast requests are also available.

Additional Notes

- If vendor fails to submit a budget value within the submission window, the client user is given an opportunity to provide a value on the vendors' behalf.
- Invoices are associated to a budget upon their submission; the client can choose to implement billing rules related to the budget to apply errors or warnings to invoices.
- Budget Audit Histories are captured in both ELM & BillingPoint.