

# EBILLINGHUB

## TIMEKEEPER VALIDATION

Is your new associate approved to bill the client at that rate? Don't wait for a rejection notice to tell you. Turn on the optional timekeeper validation warnings in eBillingHub and the system will alert you when a billing rate is new, or higher than before for a particular timekeeper Id, title, matter, and recipient combination (hereafter referred to as "the timekeeper"). This document will outline the new features available. If you have additional questions, please contact [support@ebillinghub.com](mailto:support@ebillinghub.com) and the eBillingHub team will be glad to assist.

The Timekeeper Validation feature includes the following:

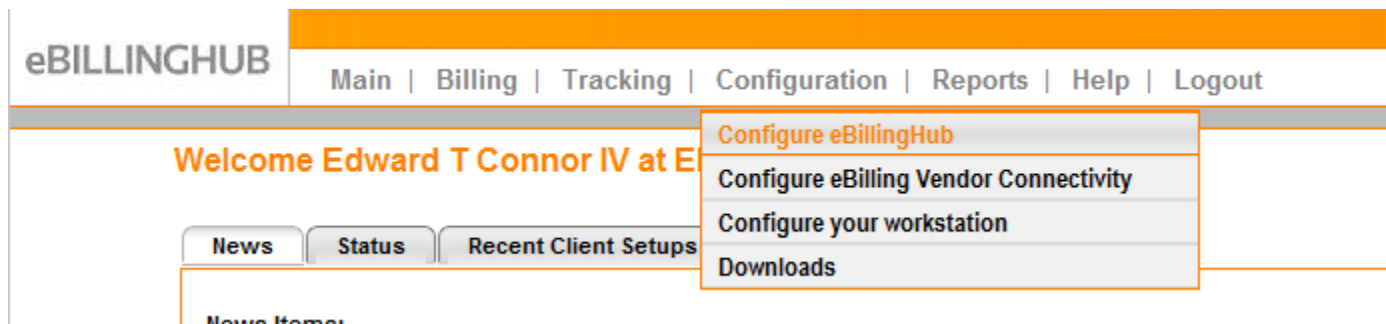
- The ability to turn the timekeeper validation feature on and off from the Configure Billing Wizard page.
- The ability to let the Hub know that a rate is acceptable directly from the Validation Summary page.
- The ability to see a list of all pending and approved timekeepers that the eBillingHub has seen. You can tell us that a rate is acceptable from this new page.

Please note that when enabling the Timekeeper Validation feature, eBillingHub will start to gather "the timekeeper" information. The Validation Summary page now includes a warning if "the timekeeper" is billing at a rate that is new or higher than previously seen. No data is stored prior to activation.

## ENABLING TIMEKEEPER VALIDATIONS

To enable the Timekeeper Validation feature, select "Configure eBillingHub" from the "Configuration" menu.

**NOTE: you must have the Admin role in the eBillingHub to access the Configure Billing Wizard page.**



The screenshot shows the eBillingHub web application interface. At the top left is the logo "eBILLINGHUB". To its right is a navigation bar with links: "Main | Billing | Tracking | Configuration | Reports | Help | Logout". Below the navigation bar, a user is logged in as "Edward T Connor IV" with the text "Welcome Edward T Connor IV at E". Below the welcome message are three buttons: "News", "Status", and "Recent Client Setups". A dropdown menu is open from the "Configuration" link in the navigation bar, showing four options: "Configure eBillingHub", "Configure eBilling Vendor Connectivity", "Configure your workstation", and "Downloads".

Next, click on the Configure System tab and then Configure Billing Wizard.



Client Setup **Configure System** Configure Profiles

Please Choose An Option:

[General Configuration](#)

**Configure Billing Wizard**

[Manage Timekeeper Titles](#)

[Map Matter Arrangement Types](#)

On the Configure Billing Wizard Page, place a check mark next to Validate Timekeepers and click Save.

Invoice Display Options:

- Display prebills
- **Validate Timekeepers**
- Display invoices that are partially paid (not recommended)

The eBillingHub will begin providing Timekeeper Validation Warnings.

**NOTE: If this option is disabled, the eBillingHub will NOT gather timekeeper information.**

## TIMEKEEPER VALIDATION WARNINGS AND MEANINGS

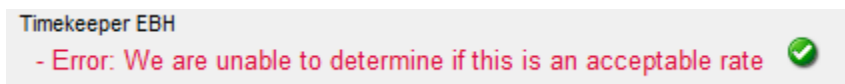
There are two types of warnings that you may encounter when validating an invoice.

- 1) This timekeeper is billing at a higher rate than previously seen  
This message means that eBillingHub has seen “the timekeeper” before, however the rate is higher rate than on previously approved timekeepers.
- 2) We are unable to determine if this is an acceptable rate  
This message indicates that “the timekeeper” is completely new or has yet to be approved in the Hub.

## VIEWING TIMEKEEPER VALIDATIONS

Once the Validate Timekeepers setting has been enabled, you will see a warning on the Validation Summary report when “the timekeeper” is billing at a rate that is new, or higher than previously seen for a particular timekeeper ID, title, and matter combination.


To see the warning, simply process an invoice from the Billing Wizard or Quick Invoice as you normally would. On the Validation Report, if a validation warning is flagged for a timekeeper, you will see a warning such as the following:



This warning will provide you with an opportunity to verify that “the timekeeper” is set up in the vendor’s system.

If you know that this rate has been approved in the vendor's site and do not wish to see this warning on future invoices, click the green checkmark.

**Timekeeper EBH**

- Error: We are unable to determine if this is an acceptable rate 

"The timekeeper" will be marked as acceptable in eBillingHub and the warning will not display on future invoices.

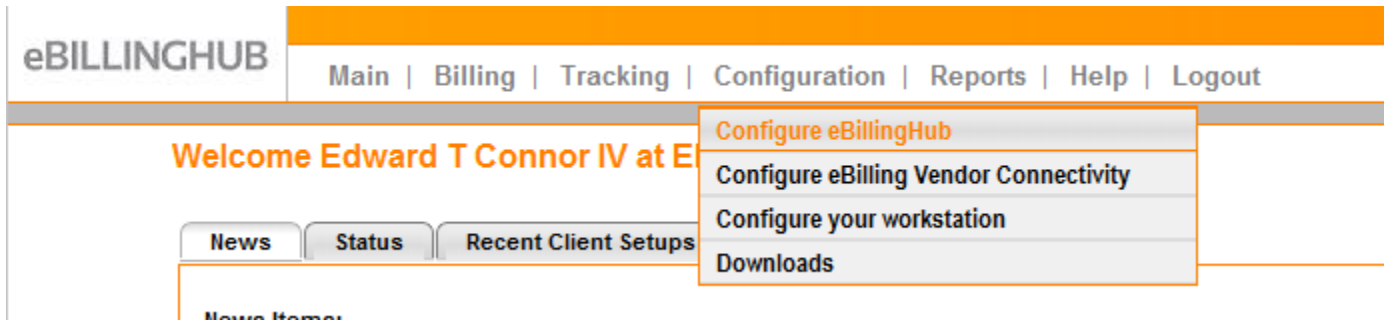
When submitting your invoice through the Billing Wizard or Quick Invoice, you will see a new 'Hold' checkbox option, labelled "Hold All Invoices With Errors (Other than timekeeper rate validations)".

Hold All Invoices     Hold All Invoices With Errors (Other than timekeeper rate validations)     Hold All Invoices With Errors

This checkbox differs from the "Hold All Invoices With Errors checkbox". "Hold All Invoice With Errors" will place every invoice that has generated a validation warning on hold, including invoices with only timekeeper rate validation warnings. "Hold All Invoices With Errors (Other than timekeeper rate validations)" will place all invoices that have generated warnings on hold with the exception of invoices that only include timekeeper rate validation warnings.

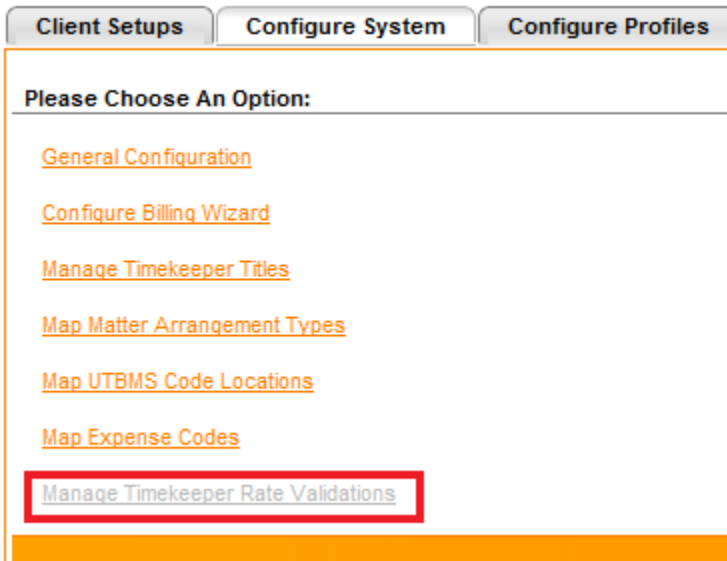
## MANAGING TIMEKEEPER RATE VALIDATIONS

To manage timekeepers that eBillingHub has seen on invoices, from the “Configuration Menu”, choose “Configure eBillingHub”.



Next, click on the Configure System tab and then Manage Timekeeper Rate Validations.

**NOTE:** you must have the Admin role in the eBillingHub to access the Configure Billing Wizard page.



From this page you can ‘approve’ timekeepers so that the eBillingHub will no longer display warnings for the timekeeper.

**NOTE:** Approving the timekeeper on the Manage Timekeeper Rate Validation page does NOT approve the timekeeper on the vendor’s site.

When first selecting the Manage Timekeeper Rate Validation page, you will see a list of recipients. Click on the recipient for which you would like to manage timekeepers.

Pick Client
24 Hour Fitness Wor...
A. O. Smith
ACE (LAMP)
BP Agile XML
Chubb & Sons
Fannie Mae, Billing ...
Generic Ledes 98BI C...
Generic LEDES98B Cli...

You will see a list of all pending timekeeper rates for the selected recipient. These are the timekeepers for which eBillingHub has seen, but is unable to determine that the rate is valid in the vendor's site. If you know that the timekeeper is acceptable in the vendor's site and do not wish to see a warning, click on the + sign next to the timekeeper.

Filter Timekeepers: Matter ID:  Timekeeper ID:

Matter ID	Timekeeper ID	Timekeeper Title	Timekeeper Rate	Action
0015259.0288476	EBH	Associate	125.00	<input type="button" value="+"/>
View: <a href="#">10</a> <a href="#">15</a> <a href="#">20</a> <a href="#">50</a> <a href="#">All</a>				

After clicking the + sign, the timekeeper will be removed from the 'Pending' grid.

To filter the list of timekeepers, you can enter the matter number or timekeeper Id in the text boxes labelled "Filter Timekeepers". Start typing a Matter Id or Timekeeper Id in the appropriate box. The list of pending timekeepers will filter as you type. Clicking the "Clear" button will clear the filter. All timekeepers for the selected recipient will display.

eBillingHub will automatically approve timekeepers that are associated with 5 or more invoices that are paid or eBilled, with at least one invoice marked as paid. The association of timekeepers to specific invoices is lost as soon as the timekeepers are approved.

To see a list of all timekeepers that eBillingHub has found to be acceptable, click on the "View Approved" button.



Filter Timekeepers: Matter ID:  Timekeeper ID:

Matter ID	Timekeeper ID	Timekeeper Title	Timekeeper Rate	Action
0015259.0288476	EBH	Associate	125.00	<input type="button" value="+"/>
View: <a href="#">10</a> <a href="#">15</a> <a href="#">20</a> <a href="#">50</a> <a href="#">All</a>				

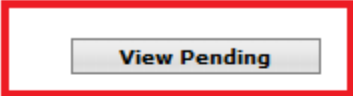
The grid will display all timekeepers that eBillingHub has found to be acceptable. This can either be because the timekeeper has been manually approved by a user or eBillingHub has seen a paid invoice through our system for "the timekeeper." If a timekeeper has been marked approved in error, you can click on the - sign next to the timekeeper. The eBillingHub will once again display warnings for "the timekeeper" when processing an invoice through the Billing Wizard or Quick Invoice.

**Filter Timekeepers:** Matter ID:  Timekeeper ID:

Matter ID	Timekeeper ID	Timekeeper Title	Timekeeper Rate	Action
0015259.0288476	EBH	Associate	125.00	<input type="button" value="-"/>

View: [10](#) [15](#) [20](#) [50](#) [All](#)

Just like the list of pending timekeepers, the list of approved timekeepers can be filtered by entering a Matter Id or Timekeeper Id. As you enter text in these text boxes, the grid will filter. Click the "Clear" button to remove the filters. When you are finished viewing the approved timekeepers, you can click the View Pending button to once again view the pending timekeepers for the selected recipient.



**Filter Timekeepers:** Matter ID:  Timekeeper ID:

Matter ID	Timekeeper ID	Timekeeper Title	Timekeeper Rate	Action
0015259.0288476	EBH	Associate	125.00	<input type="button" value="-"/>

View: [10](#) [15](#) [20](#) [50](#) [All](#)