

Time and Expense Keeping

Overview from a recent RFP response

Time and expense entries are stored on the case and tracked by date, activity or expense type, user, and time expended. Time can be associated with grants or other administrative classifications, if needed, and extensive notes available to document the work performed. Time entries can be set to different statuses as part of an approval process connected to a Workflow and related to parties on the case. Business rules allow a wide variety of time tracking needs to be addressed, such as different increments of billing time, different rates for different services performed by the same user and pre-defined time entries based on specific types of user activities.

A timer is available in the header of the case to assist with time tracking. With the configurability of eProsecutor, agency-specific processes to automate time entry using start and stop triggers can be created beyond the core time tracking features. Once entered, time and expenses can be collated into billing invoices to be sent electronically or generated using an agency-defined template document, and statistics can be generated using our Data Search capability. Results can also be outputted to a variety of different file formats, such as .pdf, .xls, and .csv files.

eProsecutor has an extensive financial capability that has been developed to handle the most complex court financial processes, so tracking restitution, judgments, fines or other obligations and payments is standard functionality.

We have not provided the screens of our most recent system. You have access.

General Information

All approved users, including outside users such as lawyers, arbitrators, etc., will have access to record time and expenses from:

- The left navigation and/or an icon at the top of the screen to go to the current timesheet.
- The case which also has auto-timekeeping, if activated.
 - o Multiple timers concurrently
 - o Pause timer if system is idle for ____ minutes
 - o Auto-record and adjust time

They will then see the recording screen which has at least two sections.

- Left navigation section – This provides the following listings: (Each of these could close and then open to see the detail listings.)
 - o List of cases worked on this pay period: Updated continuously
 - o List of case/projects/contracts used to record time and expenses in the prior period and possibly an earlier period too.

- Time/expense section – These listings would be used to populate the time/expense screens with the case/client name. Especially for law firms, they have the client’s name, case/project/contract name and matter number which also includes the client’s name and case/project/contract coded information.

We must recognize that timekeeping and the recording of expenses are a “pain” for most and some put it off until the last minute. In eCourt we have the same issue when trying to close the daily tills. We have a screen that records the status of the tills for the supervisor to review, and it also enables their supervisor to approve the closing. Time/expenses requires the same process. And for those tardy individuals there should be automatic reminder eMails.

Recording time efficiently is critical.

- Once the supervisor has closed the period, there can not be any changes.
- Assume that the time period closes today, and the attorney has not recorded any time. Possibilities:
 - For each case selected record ___ hours for the first day and auto-populate the rest of the days with the ability to then change the hours for several of the days. (Maybe from the Time Entry Screen – multiple days instead of Date Incurred.) We need all of the shortcuts possible.
- Recognize that the recording of time and expense for the just ended period will not be completed before such recording is required for the next period...which could be monthly, weekly, every two weeks or semi-monthly.

Here are some other needs –

- Typical billing information for case or project: date, person doing work (initials), what they did, number of hours. (For probation agencies number of hours in “jail” at the rate per day to bill parents.)
 - Pay staff and contractors for hours recorded/billed and expenses. In addition to recording accounts payable, check writing, billing and accounts receivable, including aging, are required. (The accounting transactions for our staff (billable time and expenses) have to be interfaced with Sage.)
 - Customizable invoice templates; multiple invoices in one email.
 - Record time and expenses, including “picture” of the invoice from Outlook, etc. Include on the expense screen an opportunity to provide, for example, the purpose of the meeting and who attended. If no receipt for an expense, must report no receipt available.
 - Complete eCourt search capabilities to provide searches/reports.
 - Use workflow to schedule auto-distribution of searches/reports
 - Spell-check
 - Record copy costs from copy machines – usually by case or matter number.
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To easiest we have provided the following basic information.

eCourt Basic Information

Agency

Individual

Outside Contracts and Invoices

Contracts

Contract provider name

Record contractor invoice

Employee Time and Expenses

Time

Expenses

Record Time and Expenses

Case Summary Panels

Time

Expenses

Search Results

By Attorney

By Vendor

By etc.

eCourt Basic Information

Agency

Mileage rate
Miles-location (dropdown of location to location)
Miles
Per diem location (dropdown of City/Area)
Day
Breakfast
Lunch
Dinner
Lodging
Per copy costs
Admin fee - % of costs
Type of services (dropdown)
Cost codes
How record time
(hours and minutes, 1/10 of hours, etc.)
Standard number of hours to be recorded in a
day, if any
% allocated to multiple cases
Dropdown
- Equal (assume equal unless changed)
- Actual

Location

Department (multiple)
Job classifications (multiple)
Internal Hourly rate (From __ To __)
Billable Hourly rate (From __ To __)
Approval authority
Type
Amount (range)
Teams (multiple)
Department
Team

Contract type (dropdown)
Type
Stages of cases (dropdown)
Case type (multiple)
Stages
Activities (dropdown)
Case type (multiple)
Activities
Type (dropdown)
Case type (multiple)
Type
Office expense (dropdown)
Type (multiple)

Individual (If not Agency-wide)

Location (multiple)
Department (multiple)
Job classification
Internal Hourly rate (From __ To __)
Billable Hourly rate (From __ To __)
Approval authority
Type
Amount (range)
Team (dropdown)

Outside Contracts and Invoices

Contract company name

Company number

Company executive contact

Contract information

Contract contact

Contract date

Contract number

Purchase Order number

Client contact

Description

Type of services (dropdown)

Dates of services (From __ To __)

Cases (multiple)

Amount

Time

Hourly rate per job classification

Expenses (multiple)

Total contract \$ as amended (est. or fixed)

Authorized by

Date

Approved by

Date

Notes

Contract provider name (multiple)

Provider number

Office

Contact information

Title

Expertise

Level of education

Job classification

Hourly rate

Evaluation reviews

Notes

Each contract is set up like a case with case ledger

Total to date

- Contract (budget) as amended
- Authorized to be paid
- Committed, not paid
- Balance

Scan contract

Outside Contracts and Invoices (Continued)

Record contractor invoice

Date

Invoice number

Date received invoice

Date entered

Dates of services (From __ To __)

Department

Team

Description

Stage of cases (dropdown)

Amount \$ (multiple)

Billable/Non-billable

Type of services (dropdown)

Cost codes

Activities (dropdown)

Cases professional fees (multiple)

Name

Number

Amounts

Hours

% allocation to multiple cases

Dropdown

- Equal

- Actual

Case expenses (dropdown)

Type of services

Cost codes

Contractor/Other vendor name

Contract number

% allocation to multiple cases

Dropdown

- Equal

- Actual

Office expenses (dropdown)

Type of services

Cost codes

Contractor/Other vendor name

Contract number

% allocation to multiple offices

Dropdown

- Equal

- Actual

Authorized by

Date

Approved by

Date

Notes

Scan invoice

Employee Time and Expenses (Basic)

Time

Attorney
Entered by
Date

Case name
Number
Time
Billable/Non-billable
Stage of case (dropdown)
Type of services (dropdown)
Activity (dropdown)
Description
Office (dropdown)
Time
Type of services (dropdown)
Activity (dropdown)

- Agency business
- Vacation
- Sickness
- Bereavement

Notes

Expenses

Attorney
Entered by
Date (From __ To __)

Stage of case (dropdown)
Type of services (dropdown)
Activity (dropdown)
Description
Case or Office expenses
Billable/Non-billable

Case name (multiple)
Number
% allocated to multiple cases

Miles
Miles-location (dropdown)
Parking
Per diem by location-meals/lodging (dropdown)
Other Expenses
Type of services (dropdown)
Vendor
Description
Amount
Notes
Scan invoices

Record Time and Expenses (Monthly Input Screen)

Timer on case header

Start	
Pause	
Restart	
Stop	
Time	
Post to timeslot	

* * * * *

April																$\leftarrow \text{Period} \rightarrow$ (K)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	(L)	

+ Time

+ Cases –

Case name (A)(F)

☐ First case name (B) (M)

+ ☐ Other Case Names (C) (M)

(E) (D)

(D)

Subtotal

+ Office (G)

Agency business

Vacation

Sickness

etc.

Subtotal

Total period

Total case-to-date

- Hours from auto timer in (); click to verify or change
- Mouseover hours to see billable vs. non-billable. Two different views of this screen; make like two versions of minute check-in.
- For time entry click on the date box opposite the case name and enter time and cursor will move to the next day.
- Click on the date in the heading. You will go to the first listed case, enter time and the cursor will go to the next case for that same date.

+ Expenses

+ Cases (H)(F)

Case name (I)

+ Office -

Agency business (I)

Total period

Total case-to-date

Buttons (J)

* * * * *

Notes

- A. Mouseover to see case number
- B. When come from case header, cursor goes to current date
- C. From searches – maybe recent cases, maybe cases with time in last period, maybe from calendar, maybe just blank, etc.
- D. Click to eliminate from list and/or then use mass update if can use box for other functions
- E. To close/open lists, including Other cases which would be closed if come from a case header
- F. Click to add cases using a bubble; bubble to contain expenses (I) below
- G. From list that is also in dropdown, for example, several types of Agency business
- H. Automatically lists cases with time in period
- I. Click to add expense bubble
 - Add another case name or number (F)
 - Miles
 - Miles location
 - Per diem dropdown
 - Other services dropdown
- J. Same buttons as minutes – save, next, etc. If Commit and not complete – warning. When commit, it goes to a work queue – supervisor to approve or accounting
- K. Committed periods can't be changed – in different color. How correct prior entry?
- L. Weekends and holidays dates in a different color.
- M. Click on case name to see case bubble
 - Add another case name or number, if needed
 - Quick entry field for time – Day – Hours, Next day same, etc.
 - Expand to see expense bubble (I)

Time Panel in Case Summary
In Case Header (Click Time/Expenses or an Icon to Record)

<u>Date (B)</u>	<u>Attorney (C)</u>	<u>Time</u>		<u>Stage</u>	<u>Type (A)</u>	<u>Activity (A)</u>	<u>Note icon</u>
		<u>Not Bill (D)</u>	<u>Bill (D)</u>				
1/16/12				xxx			

Total

Expense Panel in Case Summary
In Case Header Click Time/Expense or an Icon to Record

<u>Date</u>	<u>Vendor/Attorney</u>	<u>Professional Services</u> <u>Stage/Type/Activity/Description</u>	<u>Amount</u>		
			<u>Miles/</u> <u>Per diem/</u> <u>Parking</u>	<u>Other</u>	<u>Total</u>

Total case-to-date

Notes -

- Mileage, per diem, parking for attorneys to be shown on one line case-to-date with drill-down to see details
- The attorney expenses to be reimbursed for each committed period are to be sent to a supervisor approval/accounting work queue in which both period cost details will be combined to support the monthly payment to the attorney.

Notes -

- (A) Mouseover to see description; blue if there is a description
- (B) Reverse chronological or chronological order by month, by date. See (C).
- (C) Sort by attorney (A-Z order); same for Stage, Type, and Activity, if desired, and subtotal after each grouping. Have subtotals by attorneys, by month, etc. and drill-down to see details.
- (D) In most agencies this will not be used, thus column heading will just be Time
- (E) Mouseover to see case number
- (F) Searches to provide for –
 - From__ to __
 - Departments
 - Teams
 - Case types
 - Stage
 - Type
 - Activity
 - Not bill/bill attorney

Search Results (F)
Attorney Header (Time)

<u>Date</u>	<u>Case Name</u>	<u>Time</u>		<u>Stage</u>	<u>Type (A)</u>	<u>Activity (A)</u>	<u>Note</u>
		<u>Not Bill</u>	<u>Bill (D)</u>				

Subtotalled by case
Total

Also need expense search by vendor, by contract – list all vendors for a time period and give totals for each by type and then drill-down for details. For contracts list total as amended, authorized, committed, balance