



Perceptive Software
Measurable Results

ePrebill Manager Module



Frustrated with a Paper-Driven Prebill Process?

Ready to improve the efficiency of managing prebills? Attorneys and administrators share the pursuit to improve law firm billing efficiency. Many firms hire more staff to solve the problem, and yet the process doesn't get any faster or easier. Sound familiar?

Word processing software made editing a bill easier and more flexible. With the first legal time and billing systems, the prebill took on an added dimension, allowing firms to capture time and expenses within a single system. It allowed one to order, print, and distribute prebills while then permitting a billing administrator to take hand-written changes and enter those into the same system where the data was captured.

Unfortunately, the cycle of generating, distributing and reviewing prebills is still a highly manual, paper-based, slow and tedious process laden with duplicate efforts. For many law firms, prebills still exist as a stack of printed prebills sitting on someone's desk and being passed around from person-to-person.

ePrebill Manager

Orion's ePrebill Manager provides a structured electronic method of distributing prebills for review, editing, markup, one-click acceptance and approvals. It increases visibility into the status of prebill assignment and also reduces paper and printer costs of a paper-driven process. The ePrebill Manager speeds up the firm's billing cycles and increases cash flow by getting bills out sooner. The ePrebill Manager is fully integrated with Orion's desktop application and iOrion, Orion's mobile solution.

The screenshot displays the Orion ePrebill Manager interface. On the left, a list of prebills is shown with columns for ID, Name, Date, Resp, NEE, Fees, Exp, and Alerts. The main panel on the right shows a detailed view of a prebill for 'COOKIE FACTORY, THE' with various accounting and billing details.

Other Accounting			
History			
Current	\$0.00	Last Billing of Matter	8/30/2018
31-40	\$48.50	Last Payment Received/Transferred	10/20/2018
61-90	\$48.50	Payment Amount	\$200.00
91-120	\$48.50	Fees Billed/Paid to Date	\$22,947.50
121+	\$366.72	Cost & Expenses Billed/Paid to Date	\$960.38
A/R Balance	\$512.22	Credits & WD Fees/Expenses	\$70.30

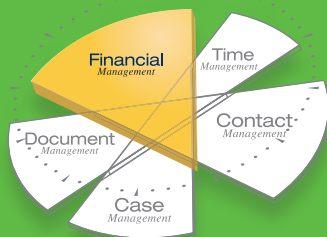
Invoice Totals			
	Orig Amt	Bill Amt	
Balance Forward	\$512.22	\$512.22	
Selected Fees	\$129,430.00	\$129,780.00	
Selected Costs & Expenses	\$3,086.00	\$3,086.00	
Selected Totals	\$132,516.00	\$132,866.00	
Less Payments & Credits	\$10,181.65	\$10,181.65	
Invoice Totals	\$98,816.57	\$122,684.35	

Timekeeper Recap							
ID	Name	Orig	Original	Billed	Billed	% of	Realization
NEE	Nancy E. Edwards	860.90	\$72,180.00	820.00			
SL	Scott L. Lockwood	120.80	\$25,940.00	64.00	\$25.48	\$129,780.00	100.0 % 96.6 %

"Our firm recently began using Orion's ePrebill Manager, and we couldn't be happier. Within the first day our attorneys noted the time it saves them, the ease of use, and convenience it provides. We no longer face dealing with illegible handwriting, there is less time spent editing entries and our attorneys are able to see, in real-time, the effect write-downs and billing adjustments have on the final invoice. Orion's ePrebill Manager has helped speed-up our billing process and modernize our operations"

Greg Miskulin
Executive Director
Dowling Aaron Inc.

Orion's ePrebill Manager offers a cleanly presented design, mirroring the traditional prebill layout. This format allows for a smooth transition to handling prebills electronically while also offering much greater productivity and collaboration.



Easily Identify Edits, Tracking the Financial Impact of Write-Downs

A paper-driven approach to prebill review provides little visibility into the financial impact of write-downs. This means neither the attorney nor the billing administrator can see how these adjustments will affect both the client and the working attorney's billing realization rates. Paper-based prebilling also lacks a clear audit trail showing who made what changes, when and why. Without an audit trail, how can a lawyer justify an invoice when a client questions the charges, possibly weeks or months after the prebill was created? Lawyers and legal staff need an audit trail to provide key billing insights.

Orion's ePrebill shows edits from all participants. Attorneys can view annotations by individual, then filter what's displayed to only include prebills that were edited. Since Orion's ePrebill tracks all edits as annotations, the original information is maintained so any change can be rolled-back or applied by the billing administrator with a single click. As adjustments to the value of a Fee, Cost or Expense are made, the attorney can assess the cumulative effect of these write-downs.

Date	Description	Orig Amt	Change Matter
12/10/2017	NEE - Travel Time - 50% reduction	500.00	500.00
12/10/2017	NEE - Travel Time - 50% reduction	500.00	500.00
12/10/2017	NEE - Travel Time - 50% reduction	500.00	500.00

Edits are easily shown in red text or strike-throughs. Additional instructions for the billing manager and/or reasons for making value changes can be provided on a transaction-by-transaction basis for reporting purposes.

Orion's ePrebill Manager

Features Include:

- **Enhance Billing Cycles through Workflow Management** – Routing & Distributing of Prebills Digitally
- **Intuitive Design** – Mirrors Traditional Prebills, Easing the Transition to Electronic Edits
- **Highly Collaborative** – ePrebills are Routed Electronically for Review and Editing
- **Identify Bottlenecks** – Increased Visibility into the Status of Prebill Assignments
- **Reduction of Errors** – Online Edits Remove Duplicate Data Entry and Transcription Errors
- **Increased Cash Flow** – Improved Real-Time Discernibility of Write-Downs and Adjustments
- **Lower Overhead Costs** – Decrease Paper Usage, Reduce Printing Costs and Lower Overall Administrative Costs

Timekeeper	Orig	Original	Edited	Billed	Billed	% of Total	Realization %
NEE Nancy E. Edwards	360.90	472,180.00	320.00	472,180.00	472,180.00	12.4 %	88.7 %
LLA Lauren L. Applebee	180.70	\$36,140.00	133.00	\$200.00	\$200.00	25.7 %	73.6 %
SIL Scott. Lockheed	129.80	\$25,960.00	64.00	\$200.00	\$200.00	12.4 %	49.3 %

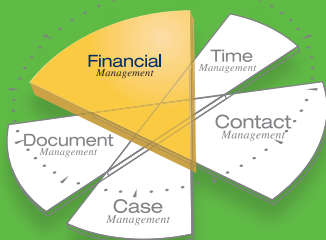
For Fees, the net change is easily viewable. As the realization for each working timekeeper approaches key thresholds, color-coding helps the attorney make important decisions by showing the effects write-downs have on the invoice before it's actually generated.

[illegible][illegible]

Online Edits Reduce Duplicate Data Entry & Transcription Errors

[illegible]

Edits made by the attorneys are tracked as annotations, providing the billing administrator complete control. Since Orion maintains the original information separately from these annotations, changes can be easily applied or reversed by the billing administrator at the click of a button.



Review Prebills On-The-Go

A paper-driven prebill process typically requires attorneys to review and hand-write edits when they're away from the office. Orion understands the needs of modern attorneys, so Orion's ePrebill Manager is available both via the desktop application and on a tablet. This allows attorneys to use mobile features that provide the same depth of functionality they've come to expect from the desktop via iOrion. The point of mobility isn't just to provide access to do some things outside the office; it is to allow attorneys to be more productive while away from their desktops.

With iOrion, in addition to all of the tools they've come to appreciate using via their mobile devices, attorneys are now able to review and edit prebills on a tablet rather than printing stacks of paper and having to carry them around during the prebill process. Orion's intuitive design simulates the appearance of a traditional prebill, smoothing the transition to the paperless prebill. Attorneys can work with the same information they already know but at a much higher level of productivity and collaboration.

Prebills Logout

View: **Contract List** All Sort By: **Client Name** Client Address Amount Q Search

- Not Reviewed (406)

Prebill #	Client Name	Amount	Status
001548-000001	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000002	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000003	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000004	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000005	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000006	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000007	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000008	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000009	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000010	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000011	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000012	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000013	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000014	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000015	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000016	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000017	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000018	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000019	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000020	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000021	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000022	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000023	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000024	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000025	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000026	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000027	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000028	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000029	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000030	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000031	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000032	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000033	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000034	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000035	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000036	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000037	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000038	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000039	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000040	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000041	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000042	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000043	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000044	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000045	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000046	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000047	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000048	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000049	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000050	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000051	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000052	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000053	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000054	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
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001548-000059	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000060	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000061	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000062	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000063	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000064	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000065	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000066	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000067	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
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001548-000070	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000071	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
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001548-000073	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000074	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000075	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000076	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
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001548-000082	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
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001548-000088	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000089	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000090	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000091	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000092	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000093	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000094	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000095	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000096	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000097	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000098	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000099	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed
001548-000100	COOKIE FACTORY, THE	\$124,302.00	Not Reviewed

Prebills The Cookie Factory - Cookie Factory v. Katie's Bakery Edit Save

Summary Fees Costs & Expenses

For Invoice Date: 9/30/2018

Fees: 1/1/2008 - 9/30/2018

Other Accounting: 1/1/2008 - 9/30/2018

001548-000001 The Cookie Factory

4508 Chestnut Dumont Road
Suite 225
Atlanta, GA 30338

Matter Name: Cookie Factory v. Katie's Bakery

Originating: NEE - Edwards, Nancy E.

Responsible: NEE - Edwards, Nancy E.

Managing: NEE - Edwards, Nancy E.

Project Manager: NEE - Edwards, Nancy E.

Fee Arrangement:

Quoted Price: \$0.00

Default Rate: S - Standard Hourly Rates

Discovery: 10.00%

Matter Opened On: 6/17/2018

Type of Law: Corporate

Invoice Style: O - Hours, Rate, Amount with Full Person Recap

Billing Notes: Be sure to have NEE review all invoices after NEE, client won't pay for photocopies, postage or fees, apply discount before invoicing

Review Status: ☒ Not Reviewed ☐ Ready to Bill ☐ On Hold ☐ Clarification Needed

Apply Trust: \$0.00 Balance \$56,080.09

Apply Retainer: \$0.00 Balance \$2,150.00

Pass To: KCH - Harris, Kevin C.

Administration Fee: 0.00%

Change Interest: Yes

Image Required: Yes

History

Date	Description	Orig Amt	Bill Amt
8/30/2018	Last Billing of Matter	\$10.22	\$12.22
10/2/2018	Last Payment Received/Transferred	\$124,290.00	\$124,290.00
9/30/2018	Payment Amount	\$100.00	\$100.00
9/30/2018	Fees Billed/Paid to Date	\$22,247.50	\$21,977.00
9/30/2018	Costs & Expenses Billed/Paid to Date	\$950.38	\$795.38
9/30/2018	Credits & VOD Fees/Expenses	\$70.50	\$40.00
9/30/2018	Invoice Totals	\$127,168.35	\$122,684.38

Timekeeper Recap

ID	Name	Orig Hours	Original Amount	Billed Hours	Billed Amount	% of Total
NEE	Nancy E. Edwards	663.20	\$124,290.00	663.20	\$124,290.00	100.0%

Task Recap

Updated at 10:47 AM

Prebills The Cookie Factory - Cookie Factory v. Katie's Bakery Edit Save

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Type of Law: Corporate

Invoice Style: O - Hours, Rate, Amount with Full Person Recap

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NEE	Nancy E. Edwards	663.20	\$124,290.00	663.20	\$124,290.00	100.0%

Task Recap

Updated at 3:49 PM



Blending the trusted reliability of Orion's Desktop application with the innovative and intuitive user experience found in Orion's mobile application, iOrion, Orion's ePrebill Manager app provides a full-featured solution for attorneys that find themselves on-the-road or simply prefer a tablet version rather than the Desktop application.

For more information about Orion's ePrebill Manager or other products visit www.orionlaw.com or email info@orionlaw.com.

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