

Aderant Expert Billing

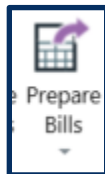
Questions

What do these errors and warnings mean and how are they solved?

Example 1: Alert: Bill Has Been Edited Since Last Prepare

Alert Type	Job Type	Alert Description	Additional Info	Job Id	Prebill Number	Bill Number
Error (E)	Bill Post (POST)	Bill Has Been Edited Since Last Prepare	BillId 13162501	28128	4816078	4003843

Solution: Prepare Bill and post after successful prepare.



Example 2: Alert: Prebill has WIP

Alert Type	Job Type	Alert Description	Additional Info	Job Id	Prebill Number	Bill Number
Error (E)	Bill Prepare (DLPR)	Prebill has WIP.	Prepare Bill Document, Bill Id 13145985	29543	4799615	4000068

Solution: Open the prebill and look for the pink banner at the top of the prebill. This will tell you what WIP entries are available for gathering. Clear the warning by closing out the pink banner with the "x" in the far right.

Gather WIP if necessary.

Example 3: Alert: One or more time entries needs to be revalued

Alert Type	Alert Description	Date of Alert	Override Reason	Source Type	Source ID
Error	One or more time entries needs to be revalued	3/19/2024 2:17:41 PM		Bill	13160126

Solution: Open the prebill and look for the red flag. The time entries that need revalued will be tagged with the reg flag. Choose the time entries, click Revalue and make sure to check the box **"Keep Edits to Billed Hours."**

This will retain any edits made to the time.

Mass Revalue Fees or Disbursements

You are about to revalue 1 prebills

☒ Revalue Fees

☒ Revalue Base Amount

☒ Revalue Standard Amount

☒ Revalue WIP Amount

☒ Revalue Currency

☒ Revalue Office/Dept/Prof/Rank

☒ Keep Edits to Billed Hours

Time Adjustment Reason: *

Example 4: Alert: WIP Recalc is necessary for this Time Entry

Error	WIP Recalc is necessary for this Time Entry.	3/21/2024 11:53:23 AM		Time	447833
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Solution: **Gather the WIP** on to the prebill, select the time entries and **Revalue**. If the entries need moved back to WIP, select time entries and **Return Entry to WIP**.

Example 5: Error: DocuDraft encountered an error when generating the document.

Alert Type	Job Type	Alert Description	Additional Info	Job Id	Prebill Number	Bill Number
Error (E)	Bill Prepare (BLPR)	DocuDraft encountered an error when generating the document	Could not find file \\\prod-na\expfs01\$\Expert_PROD.DB\DDTMPLT\LBBS_TimeDetail.d... Processing templat...	192201	4957953	4098040

Solution: The Matter Options and Format Options are blank: In the prebill access **Matter Details > Matter Options** and enter the format options in the dropdowns.

To save this to the matter so the prebills do not show blank formats moving forward enter this information in **Expert Entity Manager > Matter > Time and Billing > Format Options**.

**Email sent 6/26/24 with detailed process*

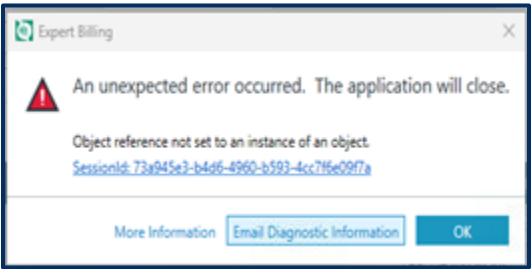
Example 6: Error: Bill is not reversible. One or more matters on bill have credits.

Alerts (1) ▼						
Alert Type	Job Type	Alert Description	Additional Info	Job Id	Prebill Number	Bill Number
Error (E)	Bill Reversal (REVR)	Bill is not reversible. One or more matters on bill have credits.	Bill Id: 13452292	184764	4933664	4086932

Solution: If there is a payment (cash receipt or reapplication) on the bill, contact AR to reverse the payment. If there is a WO, contact supervisor to have the WO removed.

NOTE: If a negative disbursement has been billed on the bill, AR will have to remove that credit before billing can reverse the bill.

Example 7: Unexpected Error: Object reference not set to an instance of an object.



Solution: There are phase task codes missing on the time entries on the prebill.

Access Paperless and enter the phase task codes in the time entries and push changes to Aderant. This should clear the error and allow the prebill to open.

If the prebill is not in Paperless, have a supervisor push to Paperless so the phase task codes can be entered and pushed to Aderant.

Example 8: Error: Address ID is Invalid.

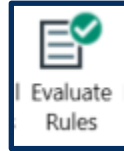
Alert Type	Job Type	Alert Description	Additional Info
Error (E)	Bill Prepare (BLPR)	PrepareBills - Validation Error	The address ID is invalid.

Solution: Give Data Changes the client matter ID and the bill group. They will need to update the address.

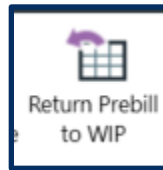
More Tips and Tricks

Prebill Desktop

1. If you have cleared the errors/warnings and the prebill is still showing errors/warning click **Evaluate Rules**.



2. If all the time and costs on a prebill need to be placed in WIP, **Return Prebill to WIP**. If you only move the time/costs to WIP the prebill shell will still stay in Expert Billing.



3. If you don't see **Post** as an option in Expert Billing make sure you are in the Prebill List and not Prepared Documents. Cannot post a bill from Prepared Documents.
4. If a time entry is showing zero. Revalue the time entry

Disb ID: 14809442	New	1/30/2024	Medical Expert Services (EXPM)	(No Disbursement Type)	-	Vendor: Yee Advanced Orthopedics and Sports Invoice#: SCHLUTER, M-013024 Date: 01/30/2024 - - EXPERT MEDICAL SERVICES ON 01/30/24.	\$0.00 \$7,500.00	Aicklen, Josh (JCA)	Hard
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