

# Attaching Line Item Cost Backup - BillBlast

## LBBS Billing

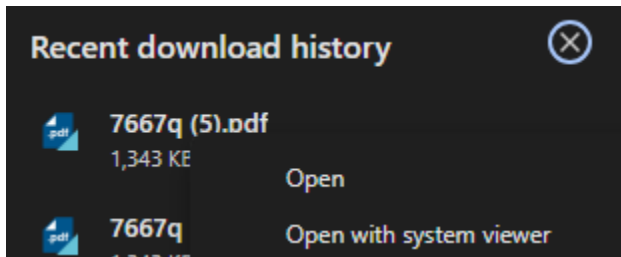
Open Attachments in BillBlast.

<input type="checkbox"/>	Stmn#	Stmn Date	Billing Period	Ver
<input type="checkbox"/>	4096967	6/25/2024	Interim	Co
<div><div>View Bill</div><div>View Appeal</div><div>View Attachments</div></div>				

Click on the file you want to extract the pages from.

Name	Line Item #	Include	Stmn. Pdf
<input type="checkbox"/> <a href="#">5726q.pdf</a>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">7528q.pdf</a>	File upload failed. Please delete/readd.		
<input type="checkbox"/> <a href="#">7667q.pdf</a>		<input type="checkbox"/>	<input type="checkbox"/>

In your download icon in the top toolbar of your web browser right click on the document and choose "Open with system viewer" so the document opens in Kofax.



Once in Kofax you can use "ctrl F" to find the detail from the cost and extract the page.

In this example there is a cost for \$21.90. I would use the amount or the matter id reference “37586-1296”

<input type="checkbox"/>	14864118	4/30/2024	EXPENSE	E112	Vendor: First Legal Network, LLC / L.A. Invoice#: 10783829 Date: 4/30/2024 - U.S. Legal Management - 04/29/24 SFSC-San Francisco 5712039	21.900	1	0.000	21.900
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Enter the search criteria in the Search field after using “ctrl F”.

Search

37586-1296

✕ ▼ ⚙ ▲ ▼






Show Results >>

			Customer No.	Invoice No.	Period Ending	Amount Due	Pg		
			81322	10789132	5/08/24	39,383.27	109		
Date	Ordr No.	Svc	Service Detail				Charges	Total	
5/02/24	5717844	EFL	LEWIS BRISBOIS BISGAARD & SMITH LLP 633 W Fifth St LOS ANGELES CA 90071 Caller: Lisa Uribe CaseNo: CGC-19-576503 CaseNm: MATTHEW HARRIS MD ET AL VS. LYFT, INC. Docs: Notice (Other) Info: PLEASE EFILE TODAY Signed: Accepted				Base Chg : 24.75 Misc : 2.85	21.90	
E-FILING			Ref: 37586-1296						
			Total Charges for Ref. - 37586-1296:				21.90		

Click Add in the View Attachments in BillBlast, choose the file and Save.  
Click the link image in the Line Item # column to link to a cost on the bill.

View Attachments for Stmn# 4096967



☐ No Expenses To Upload

Name	Line Item #	Include	Stmn. Pdf
 <a href="#">5726g.pdf</a>		<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">7528g.pdf</a>	File upload failed. Please delete/readd.		
 <a href="#">7667g.pdf</a>		<input type="checkbox"/>	<input type="checkbox"/>

Add

Save

Close

Name	Line Item #	Include	Stmn. Pdf
 <a href="#">5726g.pdf</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>