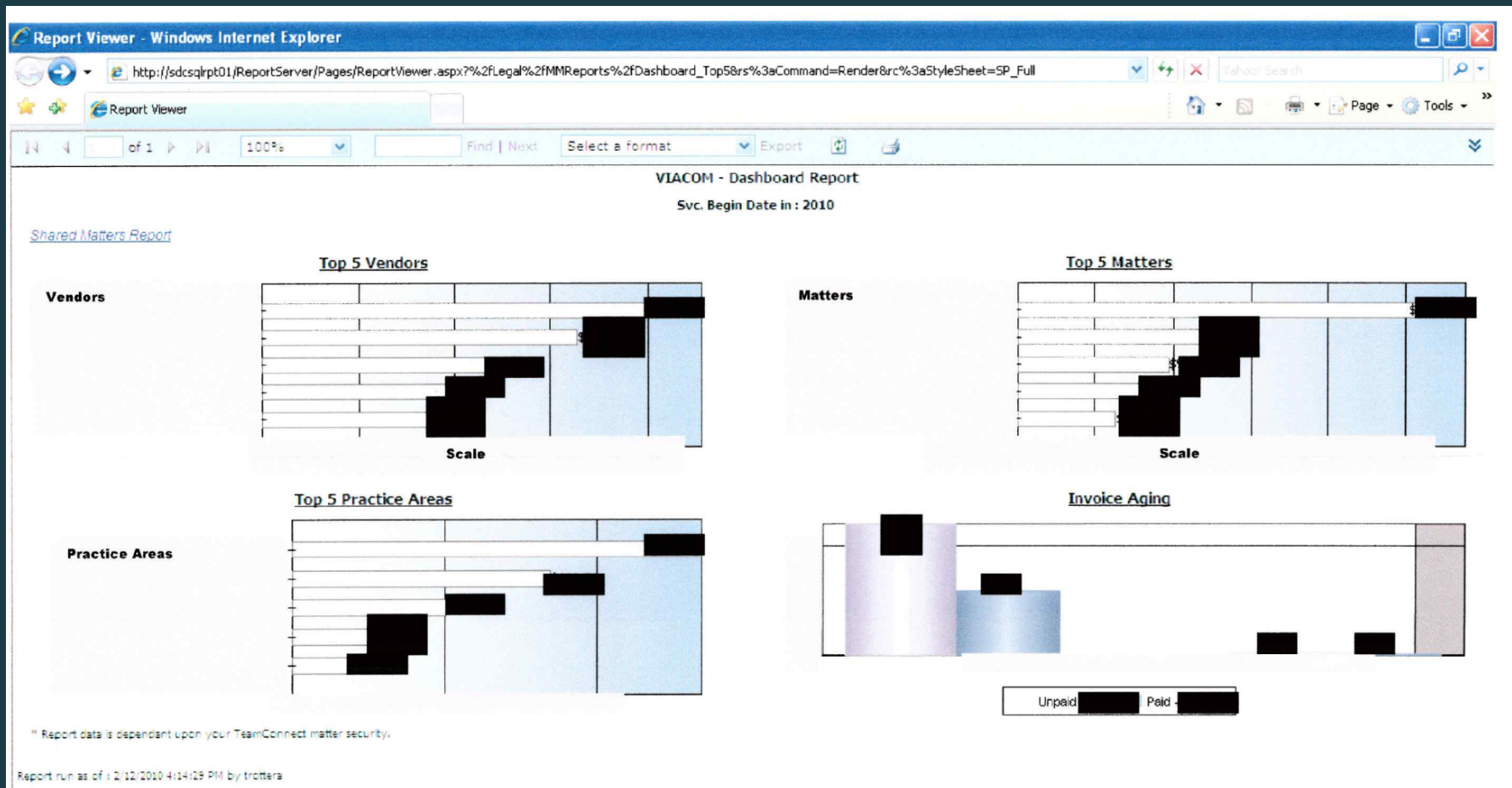



# Dashboard



# Spend Report Sample

A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	Q	R	S	T
VIACOM - Vendor Report																		
Svc. Begin Date in : 2010																		
<div>Invoice \$ Amount / Number<div><div></div><div></div></div><div><div>Paid -</div><div>Unpaid</div></div><div><div></div><div></div></div></div> <div>Paid In Year<div><div>2010</div><div></div></div></div>																		
* All Vendor Types , Report data is dependant upon your TeamConnect matter security																		
Division/Business Line/Channel				Amount \$			Number			Average		Budget						
TK	Vendor/Matter Name			Vendor Type	Prof. In Charge	Paid	Unpaid	Total	Paid	Unpaid	Total	Amount	Days to Pay	Total	Remaining			
VIACOM						#TOTAL	#TOTAL	#TOTAL	#TOTAL	#TOTAL	#TOTAL	#TOTAL	#TOTAL					
MTV Networks						#SUBTOTAL	#SUBTOTAL	#SUBTOTAL	#SUBTOT	#SUBTOTAL	#SUBTOTAL	#SUBTOTAL	#SUBTOT					
	<a href="#">VENDOR 1</a>			Law Firm		\$AMOUNT	\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT	#					
	<a href="#">VENDOR 2</a>			Law Firm		\$AMOUNT		\$AMOUNT	#	#	#	\$AMOUNT	#					
	<a href="#">VENDOR 3</a>			Law Firm			\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT						
	<a href="#">Matter 1</a>			Matter Number	Attorney Name		\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT		\$AMOUNT	\$AMOUNT			
	<a href="#">Matter 2</a>			Matter Number	Attorney Name		\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT		\$AMOUNT	\$AMOUNT			
	<a href="#">Matter 3</a>			Matter Number	Attorney Name		\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT		\$AMOUNT	\$AMOUNT			
	<a href="#">Matter 4</a>			Matter Number	Attorney Name		\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT		\$AMOUNT	\$AMOUNT			
	<a href="#">Matter 5</a>			Matter Number	Attorney Name		\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT		\$AMOUNT	\$AMOUNT			
	<a href="#">VENDOR 4</a>			Law Firm			\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT						
	<a href="#">VENDOR 5</a>			Law Firm			\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT						
	<a href="#">VENDOR 6</a>			Contractor		\$AMOUNT		\$AMOUNT	#	#	#	\$AMOUNT	#					
	<a href="#">VENDOR 7</a>			Contractor			\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT						
	<a href="#">VENDOR 8</a>			Contractor			\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT						
	<a href="#">VENDOR 9</a>			Law Firm		\$AMOUNT	\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT	#					
	<a href="#">VENDOR 10</a>			Contractor			\$AMOUNT	\$AMOUNT	#	#	#	\$AMOUNT						

# Spend Reports



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[Matter Reports](#)

[Matter Report](#)

List of all Matters (name & number) with Professional in Charge; amounts paid, unpaid, total and invoice count by year (or month), as well as budget and balance remaining, for each Matter. Vendors assigned to each Matter and individual invoices associated with each Vendor including the invoice number, date & payment status; check number & date where applicable.

[Shared Matters Report](#)

Matter name & number with Professional in Charge; amounts paid, unpaid, total by year, as well as budget and balance remaining. Divisions with allocation percentage associated with each Matter.

[Significant Matter Legal Forecast](#)

Pulls matters w/budget greater than or equal to a predetermined amount. Lists Matter Name, Matter No., Division, current FY forecast, future time periods forecast; total matter forecast, and total paid to date; PIC, Practice Area. Also includes blank columns for manually entering into exported report: division next FY estimate, division FY budget and the last update (forecast) date and amount.

[Significant Matter Legal Spend](#)

Pulls matters w/budget greater than or equal to a predetermined amount. Lists Matter Name, Matter No., Division, paid by year broken into two sections: current year service dates and past year(s) service dates. Current Year: Paid YTD, Unpaid YTD, current FY forecast, balance remaining; future time periods forecast; total matter forecast; PIC, Practice Area.

[Matter Status Report](#)

Matter name and number with Professional in Charge, Status, and Invoice Activity.

[New Matter Report](#)

Matter name, matter number, open date, professional in charge, practice area, matter type, division, business line and channel. Expand matter name to view the budget for that matter.

[Timekeeper/Task Code Summary](#)

Non-consolidated presents information by matter including vendor budgets, spend by task code (average net rate, net units, net discount, total adjustments, net amount, and percentage of total fees) and spend by timekeeper. Default selection is non-consolidated matters for which user is the Professional in Charge. Consolidated presents budgets for each matter and spend by task code across all matters meeting the selected criteria. Vendor name click-through to an Invoice Details Report that includes task code category, vendor name, timekeeper name, invoice and line item number, service begin date, rate, units, discounts, adjustments, net amount and line item description. Matter name click-through to a Invoice Line Item Description Report that groups invoice line items by task code category and includes description, timekeeper, invoice and line item number, service begin date, rate, units, discounts, adjustments and net amount.

# Spend Reports

## Vendor Reports

### [Vendor Report](#)

Vendor name; amounts paid, unpaid, total & invoice count by year (or month), as well as budget and balance remaining. Choice of - (1) Matters associated with each Vendor; amounts paid, unpaid, total and invoice count, or (2) Practice Areas associated with each Vendor and matter count [or matters list] per type. Individual invoices associated with each Vendor. Timekeeper link click-through to rates and matters to which each timekeeper is assigned. Vendor link click-through to invoices.

### [Vendor Two-Year Comparison Report](#)

Vendors with total invoice amounts and number of invoices billed, amount and number of invoices paid for a two year period. Choice of - (1) Matters associated with each Vendor; amounts paid, unpaid, total and invoice count, or (2) Practice Areas associated with each Vendor and matter count [or matters list] per type. Timekeeper link click-through to rates and matters to which each timekeeper is assigned.

### [Vendor Division Comparison Report](#)

List of vendors showing total invoice amount billed, number of invoices billed, amount paid, number of invoices paid by year and by division or business line within division. Timekeeper link click-through to rates and matters to which each timekeeper is assigned. Vendor link click-through to invoices.

### [Vendor Status - Contact Info Report](#)

Vendor Status; associated People with contact information (email, phone, mailing address).

### [Vendor EBilling Invoice Report](#)

Vendor E-billing status with hard copy and electronic billing volume (invoice number/amount).

### [Vendor EBilling Contact Report](#)

Vendor E-billing status , associated E-billing and main contact.Matters associated with each Vendor.

### [Vendor Timekeeper Report](#)

List of timekeepers by vendor with ID number, title, class year, last invoice date, approved rates and hours and fees billed YTD. For each timekeeper, a list of invoices by matter including invoice number, line item number of time entry, service date, invoice date, approved rate, hours and fees.

### [Vendor Evaluation Report](#)

Collected summary survey results on satisfaction with vendor service delivery including overall satisfaction, understanding client goals, early case assessment/strategy planning, counsel's professional skill, quality of advice, responsiveness, proactive risk management, matter staffing time/efficiency, overall cost effectiveness, billing accuracy and timeliness, and firm infrastructure. Includes comments where provided.

## Practice Area Reports

### [Practice Area Report](#)

Practice Area name; amounts paid, unpaid, total and invoice count by year (or month), as well as budget and balance remaining. Choice of -(1) Matter Type; amounts paid, unpaid, total and invoice count; (2) Matters with Professional in Charge; amounts paid, unpaid, total and invoice count/Vendors assigned to each Matter; (3) Vendors; amounts paid, unpaid, total and invoice count/Matters assigned to each. Matter/Vendor click-through to invoices.

### [Matter Type Report](#)

Matter (name & number) with Professional in Charge; amounts paid, unpaid, total and invoice count by year (or month), as well as budget and balance remaining. Vendors associated with each Matter; amounts paid, unpaid, total and invoice count. Individual invoices associated with each vendor. Matters to which each timekeeper is assigned. Matter/Vendor click-through to invoices.

### [Timekeeper/Task Code Summary](#)

Consolidated presents budgets for each matter and spend by task code across all matters meeting the selected criteria. Default grouping is consolidated for all Practice Areas. Non-consolidated presents information by matter including vendor budgets, spend by task code (average net rate, net units, net discount, total adjustments, net amount, and percentage of total fees) and spend by timekeeper. Vendor name click-through to an Invoice Details Report that includes task code category, vendor name, timekeeper name, invoice and line item number, service begin date, rate, units, discounts, adjustments, net amount and line item description. Matter name click-through to a Invoice Line Item Description Report that groups invoice line items by task code category and includes description, timekeeper, invoice and line

# Spend Reports

## Invoice Reports

### [Invoice Aging Report](#)

Page 1: Summary of total dollars and number of invoices billed, paid, and unpaid. Invoices paid and unpaid by age category with total dollars & number of invoices, as well as percentage paid based on billed YTD & paid YTD. Page 2: At the division level amount paid & unpaid by total dollars & number of invoices, as well as average invoice amount & age. Choice of - (1) Matter (name & number) with Professional in Charge; (2) Professional in Charge. Vendors assigned to each matter, vendor type & electronic billing status; or (3) Vendor name. Level below above: Choice of - (1) Matters assigned to each Vendor or Professional in Charge or (2) Vendors assigned to each Matter. Each invoice received from the vendor on the matter, including the invoice number, date & payment status. Includes days outstanding, check number & date where applicable.

### [Budget Report](#)

Budget against cost center with total budget, actual, balance remaining, and percentage used; amount paid, unpaid and unbilled for the year selected. Budget is either grouped by matter and each matter grouped by object code, or grouped by object code and vendor. The report results can be filtered by matter type, practice area, professional in charge, as well as by specific matter or vendor name.

### [Invoice Discount/Adjustment Report](#)

Vendor discount (number, amount, actual and agreed upon percent); Viacom adjustments (flags, fees, expenses, percent) for auto-adjustments, manual attorney and legal billing flags, and totals, including adjustments per flag. Rejections, total invoices, final amount approved, average days to pay per invoice, flags per invoice and adjustments per day to pay. Choice of grouping by - (1) Vendor/Matter Name, (2) Matter/Vendor Name with Professional in Charge. Matter or vendor click-through to Invoice Adjustments/Rejections Details Report that includes vendor name, matter name, invoice/line item number, service begin date, adjustment amount, flag type, flag description, adjustment/rejection date, adjusted/rejected by, internal comments and comments to requestor.

### [Data Validation Report](#)

Invoice information (ID, No., Status, Date, Amt); Check info. (Amount, No. Date); Open UID and Open Date. Last action for invoice is - Scan (count) or Sent to AP (count). Details by last invoice action.

### [Cost Center Report](#)

Cost Center (general ledger) number and name; amounts paid, unpaid, total & invoice count. Full matter name, matter number and professional in charge; amounts paid, unpaid, total & amount. Sub-ledger codes with vendors; amounts paid, unpaid, total & invoice count.

### [Accrual Report](#)

Filters to capture unpaid invoices only. Cost Center (general ledger) number and name; Division Finance Code, Invoice no., Billed/Unbilled, Vendor Name, Matter Name, Matter No., Amount, Invoice Date, Received Date, Service Begin and End Dates, Comments.

### [Sent to Insurance/Trust Report](#)

Invoices sent to insurance or trusts including vendor name, invoice number, date, amount, status and service begin and end dates. Choice of viewing invoices grouped by - (1) Matter Name, (2) Vendor Name, or (3) Professional in Charge.