

# Add Life of Matter Budget Amounts

Life of Matter Budget is the overall budget established for the matter from matter creation to closure. A Life of Matter Budget can be created on Annual Budgets, and the Budget Setup user allocates the overall budget amount for a matter.

For Law Firm Budgets, life of matter budget amounts are provided by assigned law firms if the Law Firm Rights are selected as Lead Law Firm only or Edit when creating a budget.

Note

Law firm users with the **Budget Setup** role can add budget amounts.

To add or edit life of matter budget amounts:

1. On the CounselLink homepage, click the **Matters** tab .

The **Matter Search** page opens.

2. Find the required matter, and then in the results list, click the relevant matter link in the **Matter Title** column .

Note

For more details on matter search, refer to the [Matter Search](#) topic.

The **Matter Overview** page opens.

3. Click **Budgets** mini-tab.
4. In the **Budgets** block, click the relevant budget period link.

The **Law Firm Budget Overview** page opens.

5. In the **Life of Matter Budget Amounts** section, click **Edit**.

Note

The **Edit** button is displayed if **Law Firm Rights** is selected as **Edit** when creating a budget.

The **Edit Life of Matter Budget Amounts** window opens.

6. In the **Life of Matter** box, type the budget amount and key assumptions .

7. [Click \*\*Save\*\* to save the life of matter budget amount.](#)
8. In the **Budget Amounts** section, enter the budget values.
9. Click **Submit** to submit the budget amounts to the client for review.

A confirmation message is displayed.

10. Click **Yes** to submit the budget for review.

## Edit Life of Matter Budget Amounts

Law firm users can modify the life of matter budget amount for Law Firm Budget. The Current Budget amount displays the last updated life of matter budget amount.

Note

Law firm users with the **Budget Setup** role can modify budget amounts.

To edit life of matter budget amounts:

1. On the CounselLink home page, click the **Matters** tab.

The **Matter Search** page opens.

2. Find the required matter, and then in the results list, click the relevant matter link in the **Matter Title** column.

Note

For more details on matter search, refer to the [Matter Search](#) topic.

The **Matter Overview** page opens.

3. Click the **Budgets** mini-tab.
4. In the **Budgets** block, click the relevant budget period link.

The **Law Firm Budget Overview** page opens.

5. In the **Life of Matter Budget Amounts** section, click **Edit**.

Note

The **Edit** button is displayed if **Law Firm Rights** is selected as **Edit** while creating a budget.

The **Edit Life of Matter Budget Amounts** window opens.

6. In the **Life of Matter** box, modify the budget amount and key assumptions.
7. Click **Save** to save the life of matter budget amount.

The **Edit Life of Matter Budget Amounts** window closes.

8. In the **Life of Matter Budget Amounts** section, the **Current Budget** amount display the modified amount for life of matter budget.

Note

- The **Original Budget** displays the original life of matter budget amount.
- The **Original Budget** amount cannot be modified.

## Add or Edit Budget Amounts for a Matter

A Law firm can only modify the Law Firm Budget amounts.

To add or edit budget amounts for a matter:

1. On the **Matter Overview** page, click the **Budgets** mini-tab.
2. In the **Budgets** block, click the relevant budget period link.

The **Budget Overview** page opens.

3. Click the **Budgets** mini-tab.
4. In the **Budgets** block, click the relevant budget period link.

The **Law Firm Budget Overview** page opens.

5. In the **Budget Amounts Section** click **Edit**.

The **Edit Budget Amounts** dialog box opens.

6. **Add** or **edit** the relevant budget amounts and key assumptions.

7. Do one of the following:

- Click **Save** to save the changes.
- Click **Cancel** to return to the **Budget Overview** page.

## Submit Budget for Lead Law Firms

This topic provides information on submitting a budget for lead law firms.

Note

For more information on submitting a budget for other law firms, see [Submit Budget for Law Firms](#).

To submit budget for lead law firms:

1. Perform a matter search and click the matter link from the **Matter List**.

The **Matter Overview** page opens.

2. Click **Budgets**.

3. In the **Budgets** section, click the **Budget Period** link for which you want to enter the budget amounts.

The **Budget Overview** page opens.

4. Click the **Budget Period** link.

The **Law Firm Budget Overview** page opens.

5. In the **Budgets** tab, click **Edit**, in the relevant sections and make changes.

Note

- The **Submit** button will only appear and is enabled after editing the sections.
- Lead Law Firms cannot view or enter detailed timekeeper information for any law firm except their own firm.

6. Click **Submit**.

A confirmation message opens.

7. Do one of the following:

- Click **Yes** to submit the budget period.
- Click **No** to go back to the **Law Firm Budget Overview** page.

## Submit Budget for Law Firms

This topic provides information on submitting a budget for law firms.

Note

For more information on submitting a budget for lead law firms, see [Submit Budget for Lead Law Firms](#).

To submit budget for law firms:

1. Perform a matter search and click the matter link from the **Matter List**.

The **Matter Overview** page opens.

2. Click **Budgets**.
3. In the **Budgets** section, click the **Budget Period** link for which you want to enter the budget amounts.

The **Law Firm Budget Overview** page opens.

4. In the **Budgets** tab, click **Edit**, in the relevant sections and make changes.

Note

The **Submit** option appears and is enabled after editing the sections.

5. Click **Submit**.

A confirmation message opens.

6. Do one of the following:

- Click **Yes** to submit the budget period.

- Click **No** to go back to the **Law Firm Budget Overview** page.

## View Matter Spending Report

The budget amount spent on a matter for a fiscal year or for the entire Life of Matter can be viewed from the spending report.

Note

You can view the **Matter Spending Report** only when invoices are approved for the matter.

To view matter spending report:

1. [In the \*\*Budget Amounts\*\* section, click \*\*View Spending Report\*\*.](#)

The **Spending Report** dialog box opens and displays the following information:

<b>Field</b>	<b>Description</b>
Law Firm Invoice #	Invoice number of the invoice created by the law firm.
Law Firm Office Name	Name of the law firm at the office level.
Invoice Date	Date of the invoice creation.
Level	Budget levels for which the budget amounts are added to a budget.
Invoice Approved Amounts (USD)	Invoice amounts approved by the client.
Applied Amount (USD)	Invoice amounts applied to a budget.
Matter/Year	Default display budget framework for a spending report.

Note

Group by allows you to view the spending report in the following frameworks:

- None
  - Law Firm Office name
  - Level
  - Month/Year
2. Do one of the following:

- Click **Print** to print the spending report.
- Click **Cancel** to return to the **Budget Overview** page.

Note

To view a specific spending report, on the **Budget Overview** page, select the fiscal year from the **Fiscal Year** list.

## View Budgets

This topic provides information on how to view budgets of a matter.

To view budgets:

1. Perform matter search, and click the matter link from the **Matter List**.

The **Matter Overview** page opens.

2. Click **Budgets**.

The following budget details are displayed:

- [Matter Billing Performance](#)

Field	Description
Matter	The budget period selected in the <b>Period</b> field.
	Approved invoice amount applied to the budget period.
Actual	Note
	For more information, see <a href="#">View Matter Billing Performance</a> .

- [Budgets](#)

Field	Description
Budget Period	The list of budget (fiscal) periods that have been created for a matter.
Date	Date from when the charges begin to apply to the budget.
Original Budget	The initial budget amount that is set for the matter.

Current Budget	The current or most recent budget amount of the matter.
Actual	Approved invoice amount applied to the budget period.
	Note
	For more information, see <a href="#">View Matter Billing Performance</a> .
% of Budgeted	The percentage of budgeted amount is calculated as follows: $(\text{Actual amount} / \text{Current budget}) * 100$