



Immune ELMS Module User Guide

Version 1.0

06 Aug 2023

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Revision History

Release Date	Description
XX Aug 2023	Release of Immune ELMS Module User Guide

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Introduction to Immune Modules

Immune modules are special types of packages, containing extended features and enhanced functionality. Customers can purchase individual modules and use them to extend their standard Immune Matter and Spend Management application. Modules are delivered as packages containing new objects, pages, and business logic that are added to the base application.

Modules are generally available to Immune customers and include feature sets such as the Immune Accruals Collaboration Module. Modules do not modify the base Immune functionality.

For more information about installing a new module package or upgrading a module version, refer to *Installing Immune Module*.

Documentation

After installing the module in your Immune environment, the documentation in this guide assists you in understanding, configuring, and using the features and functions of the module.

The module documentation sections correspond to standard Immune documentation deliverables and include information about the module's additions and changes to the base product. Each section includes module specific information appropriate for the documentation deliverable.

Refer to the following documentation sections:

- Configuration Guide for the Immune Accruals Collaboration Module for information about module design, configuration, and reports.
- Help for the Immune Accruals Collaboration Module for information about working with module features and functions.
- Administering the Immune Accruals Collaboration Module for information about working with administrator functions.
- Data Dictionary for the Immune Accruals Collaboration Module for information about objects and attributes added by the module.

Overview of the Accruals Collaboration Module

Features and Functions

Corporate legal departments can perform the following functions using the Immune Accruals Collaboration Module:

- Initiate a request for accrual information for all matters handled by a particular law firm or for an individual matter.
- Define the information required for each request, including accrual type, for example, work performed and not yet billed or estimates of work to be performed, billing period, matter name, total fees and expenses, or other information the client requires.
- Review submitted accrual information within Immune. Submitted accrual data can be configured to automatically inherit associated matter-level accounting allocations and not impact budget-to-actual tracking with the application.
- Create accruals reports to reconcile accrued amounts to actual billed amounts by service date or to track total accruals by firm and internal cost center. You can easily export all reports to Excel for submission to business partners in finance and accounting
- Enhanced Collaboration between Clients and Law Firms

Configuration Guide for the Immune Accruals Collaboration Module

This section provides information about out-of-the-box components that are added to Immune by the Immune Accruals Collaboration Module.

Additions to Out of the Box Design

This section provides information about features that are added to out-of-the-box components when you install this module into Immune. This includes additions to out-of-the box business rules, custom command definitions, lookup lists, notifications, saved searches, scheduled jobs, and security.

Business Rules

None of the business rules are added to the module

Custom Command Definitions

The following table provides descriptions for custom command definitions included in the Accruals Collaboration Module.

You can access custom commands in the Designer application. Click **MENU** and, under the **BEHAVIOR** category, select **Custom Command Definitions**.

For more information about using custom commands, refer to the *Immune Designer Help*.

Command Name	Description
ACM deleteManualAccrualSetRejectStatus	Changes the accrual status from Approved to Rejected, when a manual accrual is deleted.
ACM ManualAccrualCurrencySetup	Sets the currency type for Fee, Expense, and Total fields, based on the selected currency type in the Accrual Currency field, and sets the default value for the fields to zero.
ACM InitializeAccrualCurrency	Sets the currency for a manual Accrual Currency type, which changes Fee, Expense, and Total fields to the user-preferred currency settings.
ACM Accrual Notification	Sends a new accrual notification email to a designated recipient.

Lookup Library Lists

None of the library lists are added to the module.

Notifications

The Immune Accruals Collaboration Module provides preconfigured email notification templates that administrators can customize. Immune sends out different

types of email notifications to law firm collaboration users, which inform these users of specific actions that you performed in the application for an accrual record, such as if you accepted an accrual request or recalled an accrual request.

The following email notifications are used by the Immune Accruals Collaboration Module:

- COA Accruals Notification
- ACM Accrual Recall Notification
- ACM Accrual Request Notification

Saved Searches

Saved search filters allow you to locate and view filtered information. You can view saved searches available in Immune in the Administration application. Click **MENU** and under the **ADVANCED SETTINGS** category, click **Saved Search Manager**. You can access a saved search from the **TOOLS** menu on the specified page location.

The Immune Accruals Collaboration Module adds the following saved searches:

- Accrual Review
- Accrual Review for Matter
- Active and Approved Accruals

Scheduled Jobs

The Accruals Collaboration Module adds the following scheduled jobs to Immune. You can access scheduled jobs in the Administration application. Click **MENU** and under the **APPLICATION SETTINGS** category, click **Scheduled Jobs**.

For more information about scheduled jobs, refer to the *Immune Application Help*.

The following table provides more information about these scheduled jobs:

Scheduled Jobs	Object	Recurrence	Recurrence
COA – Accrual Collaboration Daily Notification Job	Organization	Daily	Suspended
COA – Accrual Collaboration Weekly Notification Job	Organization	Weekly	Suspended
COA Invoke Accrual Collaboration Notification	Organization	Weekly	Suspended

Security

This section contains information about the roles, groups, and permissions that the Accruals Collaboration Module adds to Immune.

Groups

None of the groups are added to the module.

Roles

The Accruals Collaboration Module adds the following security roles for internal or client users.

- Accrual Collaboration Admin
- Accrual Reviewer

For more information about these roles, refer to *Setting Up Law Firm Accrual Reviewers for Collaboration*.

Disabled Components

The Immune Accruals Collaboration Module disables features that were used for Accruals Spreadsheet Collaboration. This includes menu items, notifications, and scheduled jobs.

Disabled Menu Items

When you install the Immune Accruals Collaboration Module, the bundle installation process removes access to the Accruals Spreadsheet Collaboration menu.

This process retains access to Accruals Scheduling.

You can access the Accruals Scheduling page in the Administration application. Click **MENU** and, under the **MODULE STATUS INFO** category, click **Accruals Scheduling**.

Disabled Scheduled Jobs

The Immune Accruals Collaboration Module bundle installation process removes the following scheduled jobs, which are used for Accruals Spreadsheet Collaboration:

- Accrual Collaboration – Active Accruals scheduled job
- PSR Reporting Job – Active Accruals (Law Firm)

Help for the Immune Accruals Collaboration Module

Understanding Immune Accruals Collaboration

The Immune Accruals Collaboration Module provides you with the ability to share information with law firms regarding work performed but not yet billed, invoices submitted but not yet paid, estimates of work to be performed, or information about other custom-defined accrual types.

Using Immune, Accrual Collaboration Admins and Accrual Reviewers can request updated accrual information for a review period from a law firm using the Interactive Collaboration feature. This feature enables Immune users with the ability to collaborate on accrual records in real time with law firm users who receive and respond to these requests in Immune Collaboration Portal using pages that are enabled for collaboration.

For collaboration to occur between the Immune client and law firm organization, the Immune Accruals Collaboration Module enables specific people at the law firm for collaboration as well as collaboration-enabled pages that law firm users use to respond to accrual requests and view statuses of accrual requests. Immune users must also identify a person at the law firm as the Law Firm Accrual Reviewer and must enable matters and organizations with certain criteria to allow the collaboration activity to occur.

Accrual Collaboration Admins and Accrual Reviewers can collaborate on accrual requests from the matter, from the organization, or from a matter-organization relationship. When the law firm responds to a request, an Accrual Collaboration Admin or an Accrual Reviewer can review the request and determine whether the request can be approved, accepted, or rejected.

The following topics in this section provide information about the enablement of people and pages for interactive collaboration, and information about how to set up reviewers and matter accruals for collaboration:

- Enabling People for Immune Accruals Collaboration
- Enabling Pages for Immune Accruals Collaboration
- Setting Up Law Firm Accrual Reviewers for Collaboration
- Setting Up Matter Accruals for Collaboration

Enabling People for Immune Accruals Collaboration

Enabling Pages for Immune Accruals Collaboration

Setting Up Law Firm Accrual Reviewers for Collaboration

Setting Up Matter Accruals for Collaboration

Understanding Accrual Collaboration Administrator and Accrual Reviewer Tasks

Understanding the Accrual Collaboration Admin Role

Understanding the Accrual Reviewer Role

Working with Accrual Requests

Accrual Collaboration Admin

Accrual Reviewer

Understanding Unbilled Accruals

Understanding Future Estimate Accruals

Understanding Multiple Currencies

Understanding Client-Side Validations

Understanding Error and Warning Notifications when Initiating an Accrual Request

Understanding Error Notifications when responding to Accrual Requests

Creating Accrual Requests for Collaboration

Accrual Collaboration Admins and Accrual Reviewers can initiate accrual requests for one or more matters for collaboration from the Matter list page, Organizations list page, or a matter-organization relationship. When collaborating on matter accruals, the matter must be open and the organizations associated with the matter must be active, enabled for collaboration, and authorized to bill to the matter. You can initiate accruals that are unbilled or that are for a future estimate.

After you initiate the request, Immune validates the accrual workflow. If any issues are found, the request goes to Error Manager, where you can correct the issues and resubmit the request.

New accrual records that you create for each matter, organization, or matter-organization displays an automatically-created name based on the following syntax: Organization ID (vendor id) – Accrual Type – Fiscal Period.

For example: 1000 – Unbilled – 07/2015 or 2142 – Future Estimate – 11/2015.

If an accrual already exists for a matter-organization that has the same accrual type and time period, the system creates a new pending version of that accrual.

For more information, refer to the following topics:

- Initiating an Accrual Request from the Matter List Page
- Initiating an Accrual Request from the Matter-Organization
- Initiating an Accrual Request by Organization

Approving an Accrual Request

Accepting an Accrual Request

Adjusting an Accrual Amount.

Rejecting Accrual Adjustments

Rejecting an Accrual Request.

Recalling an Accrual Request

Modifying Workflow Steps for an Accrual Request

Work Sample

Administering the Immune Accruals Collaboration Module

Understanding Accrual Collaboration Email Notifications

Modifying Accruals Collaboration Email Notifications

Working with Accruals Collaboration Schedules

Understanding the Accrual Scheduling List and Summary Pages

Configuring a Scheduled Accrual

Viewing Accrual Schedules

Editing or Deleting a Scheduled Accrual

Working with Error Manager

Understanding Accrual Collaboration Workflow Errors

Correcting Accrual Requests from Error Manager

Resubmitting Accrual Requests from Error Manager

Working with Accruals Collaboration Workflow

Understanding Workflow Objects

Understanding Workflow Titles

Understanding System Templates

Specifying the Matter Accrual Workflow System Template

Viewing the Accrual Collaboration Status List Page

Viewing the Accrual Collaboration Workflow Status List Page

Data Dictionary for the Immune Accruals Collaboration Module

This section provides information about objects and attributes that are provided with the module.

Object Name	Description	Attribute Name	Attribute Description	Attribute Type	Related Type
Accrual CollaborationParcel	Contains information about a parcel or set of accruals for collaboration with a law firm, that corresponds to one collaboration	Accruals	Ref to [Matter Accrual] indicating all matter accruals records in the parcel.	Multi Association	Matter Accrual