

# Invoice Validation Standard Rules

Want to start saving costs by implementing invoice validation rules, but don't know where to start? Check out our top industry standard rules already added in your environment (under deactivated rules) to help you flag which costs should be automatically rejected. We've broken them down by key categories including: administrative, communication, copies, deliveries, overhead, research, subscription, and travel costs.

	Type	Category	Codes and description
<b>1</b>	Keyword	Administration Keywords	Expense and Fee Line Item Descriptions include: Administratral, clerical, secretarial, wordprocessing, proofreading, copying, scanning, budget, training
<b>2</b>	Keyword	Administrative Keywords	Expense and Fee Line Item Descriptions include: Simplelegal, simple-legal, simple legal, counselgo, counsel-go, counsel go, Ebilling, e billing, e-billing, portal
<b>3</b>	Keyword	Communication Keywords	Expense and Fee Line Item Descriptions include: telephone, phone, video, fax, facsimile
<b>4</b>	Keyword	Copies Keywords	Expense Line Item Descriptions include: copy, copies, scan, duplicate
<b>5</b>	Keyword	Courier/ Postage Keywords	Expense and Fee Line Item Descriptions include: courier, postage, fedex, ups, usps
<b>6</b>	Keyword	Overhead Keywords	Expense and Fee Line Item Descriptions include: rental, lease, calendaring, overtime, meals
<b>7</b>	Keyword	Research Keywords	Expense and Fee Line Item Descriptions include: research, lexis, nexis, westlaw, west-law, database
<b>8</b>	Keyword	Subscription Keywords	Expense Line Item Descriptions include: publications, subscriptions, librarian
<b>9</b>	Keyword	Travel Keywords	Expense and Fee Line Item Descriptions include: travel, transportation, hotel, fare, meal, parking, taxi, uber, lyft
<b>10</b>	UTBMS Code	Research Activity Codes	Activity Codes: A102
<b>11</b>	UTBMS Code	In Firm Activity Codes	Activity Codes: A105
<b>12</b>	UTBMS Code	Other Activity Codes	Activity Codes: A111
<b>13</b>	UTBMS Code	Copies Expense Codes	Expense Codes: E101, E102, E103, E104, X101, X102, X103, X104, X105, X106, X123
<b>14</b>	UTBMS Code	Telephony Expense Codes	Expense Codes: E105, X107, X108, X109, X110
<b>15</b>	UTBMS Code	Research Expense Codes	Expense Codes: E106, X111
<b>16</b>	UTBMS Code	Courier/ Postage Expense Codes	Expense Codes: E107, E108, X112, X113
<b>17</b>	UTBMS Code	Travel Expense Codes	Expense Codes: E109, E110, E111, X114, X115, X116
<b>18</b>	UTBMS Code	Subscription Expense Codes	Expense Codes: X400, X401, X402, X403, X404, X405
<b>19</b>	UTBMS Code	Other Expense Codes	Expense Codes: E124, X999

Implementing even a few of these rules can lead to large savings! Turn these validations on now to start seeing reduced costs, better consistency in billing practices, and faster cycle times.

Please contact your Customer Success Manager or email [success@simplelegal.com](mailto:success@simplelegal.com) for any questions and advice on which rules to implement.