THOMSON REUTERS LEGAL TRACKER

QUICK REFERENCE GUIDE

LEDES GENERATOR FOR LAW FIRM BILLERS

Document Version 2021-1

DOCUMENT VERSION HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
2020-1	July 2020	New edition, revised for the current Legal Tracker interface.
2021-1	July 2021	Revised information about training resources to include the Legal Tracker Learning Management System.

TABLE OF CONTENTS

THE LEDES FORMAT

Tracker supports the LEDES 1998B, 1998BI, 1998BI V2, and LEDES XML 2.1 formats. LEDES invoices are fast and easy to post because the data is in a standard format and all of the necessary information is read directly from your invoice. LEDES invoices are also generally preferred because of their ability to provide both fee and expense line-item information for your approval.

LEDES invoices have the following characteristics:

- **Currency is converted automatically.** When you select the invoice currency, Tracker converts the currency to your client's preferred currency for their review. After the invoice is approved, it is sent to your client for payment in the original currency.
- **Each task is listed on a separate line**. When you create the invoice, you enter the details for each task—a description of the work performed, the timekeeper who performed it, and the number of hours spent on the task—as separate line items.
- **Each expense is listed on a separate line.** Expenses, such as photocopies, postal charges, and court fees, are also entered as separate line items.
- **Charges are subtotaled for each line item.** Each line item has its own total amount charged. This amount is automatically calculated and displayed after you enter the hours and rate.

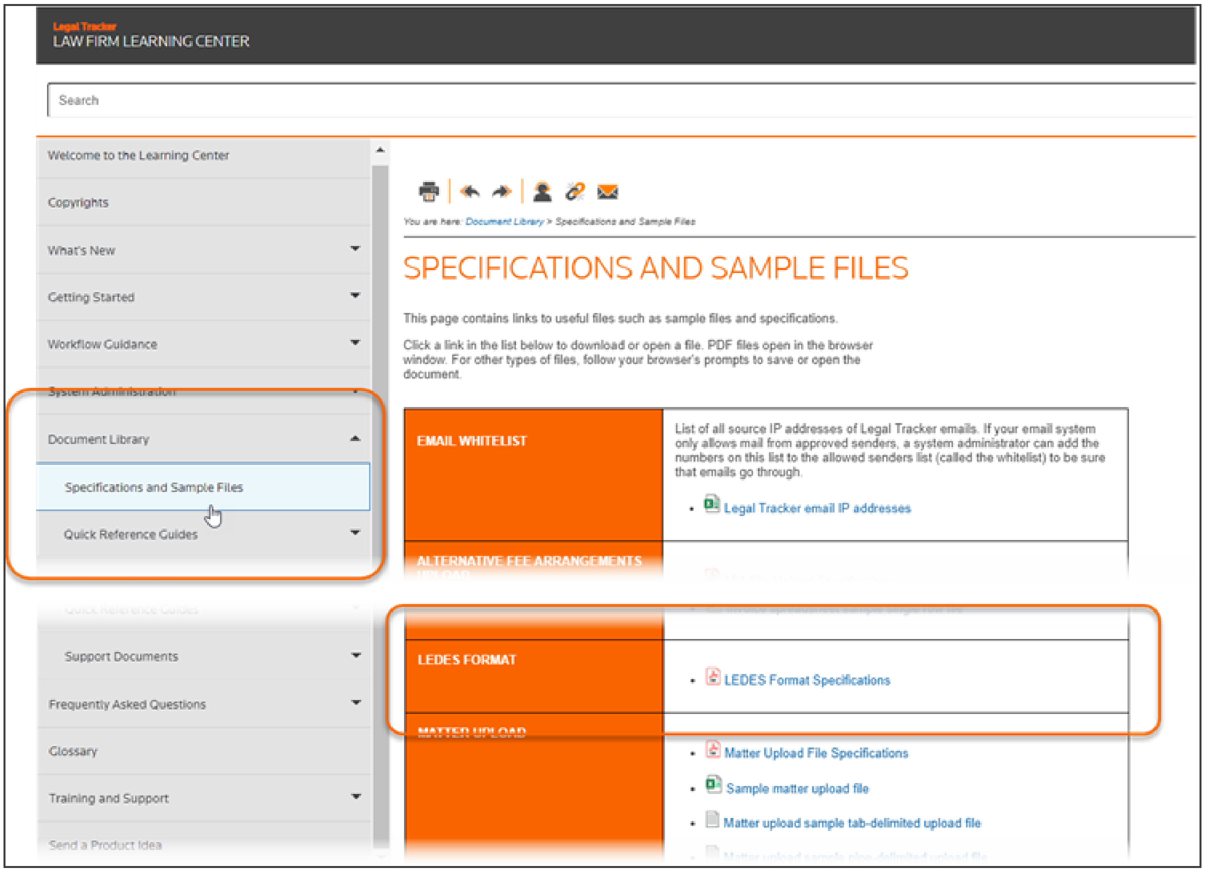
SUPPORTED LEDES FORMATS

The most recent revision to the LEDES standard was January 2020. For more information about LEDES, visit ledes.org.

- **LEDES 1998B** replaced LEDES 1998, the first widely used ebilling standard. The LEDES 1998B standard is still the primary standard used in the United States.
- **LEDES 1998 BI** was created in 2005 as the international version of the LEDES 1998B format. The LEDES 1998 BI format includes fields for tracking tax, and can also be used in the United States.
- **LEDES XML** was created in 2006 as an update to LEDES 2000 (not supported by Tracker). Tracker support for LEDES XML began in late 2019 with LEDES XML 2.1.

Tracker does not require any modifications to the LEDES standard. Your invoice only needs to comply with one of the LEDES specifications.

You can download the complete LEDES file format specifications as a printable document from the Sample Files page in the Learning Center document library.



USING UTBMS CODES WITH LEDES INVOICES

The LEDES standard was designed to accept UTBMS codes if requested by a client. To determine whether your client requires UTBMS codes, click **Users > Company profile** in the left navigation.

SUBMITTING MULTIPLE INVOICES

- You can post multiple LEDES invoices in one file. Tracker automatically posts each invoice to the appropriate matter, based on your firm's client and matter number in each of the invoices.
- You cannot submit a single invoice to multiple matters (for example, you cannot submit invoice 123 to matter X, matter Y and matter Z).

POSTING INVOICES

Firms can post invoices in Tracker in any format (for example, LEDES, non-LEDES, paper, or electronic) that the company accepts. Companies can set specific invoice currency or format requirements that determine what users see on the Post invoice page. For example, if a company has configured Tracker to require that your firm or office submit only LEDES invoices, the ability to post other formats will be disabled. Likewise, if a company configured Tracker to require that your firm or office submit invoices in specific currencies, you can select only those currencies.

If you are posting a LEDES-formatted invoice, you have the option of posting invoices one at a time or posting multiple invoices at once using SpeedPost. If you are posting a non-LEDES-formatted invoice, you can only post one invoice at a time.

POSTING SPEEDPOST INVOICES

Tracker SpeedPost allows you to post multiple LEDES-formatted invoices at once. To use SpeedPost, the invoice must be in the LEDES format.

To post a Speedpost invoice:

1. Click **Billing** in the left navigation.
2. Click **Post invoices**.
3. Select **LEDES SPEEDPOST UPLOAD**.
4. In the **Law Firm Office** drop-down list, select the office the invoice was generated from.
5. Select the invoice currency from the Invoice currency drop-down list.
    - All LEDES 1998B invoices will be posted in the currency you select in this field.
    - If you need to post 1998B invoices in different currencies, you must manually post each invoice and select the applicable currency for each.
    - If you are uploading LEDES 1998BI invoices, the currency indicated in the invoice file will overwrite any currency you specify here.
6. If you have a receipt or other supporting file that you want to attach to the invoice, click **Browse** next to **Supporting documents**. On your computer, locate and select the file to attach.
7. Click **Post invoices** in the toolbar.

POSTING LEDES INVOICES MANUALLY

To post a manual LEDES invoice:

1. Select **Billing** in the left navigation.
2. Select **Post invoices** in the toolbar.
3. Select **LEDES MANUAL UPLOAD** or **OTHER FILE UPLOAD** to select the invoice format and method for posting the invoice.
4. Click **Post invoice** next to the matter you want to post an invoice for.

   An **Incomplete** in the **Firm Client #** or **Firm Matter #** fields indicates that a Consolidated Billing Matter requires firm information to be entered before invoices can be posted.

5. Complete the fields on the new invoice page then attach the invoice. Fields with an asterisk are required.
6. Click **Post & close** in the toolbar.

POSTING INVOICES USING THE LEDES GENERATOR

The LEDES Generator is a Tracker feature that allows you to create and post a single LEDES 1998BI (international) invoice that includes taxes. You can use this tool even if you are not creating an international invoice.

To post an invoice using the LEDES Generator:

1. Click **Billing** in the left navigation.
2. Click **Post invoices** in the toolbar.
3. Select **LEDES GENERATOR**.
4. Click **Post invoice** next to the matter associated with the invoice.
5. Complete the fields under the **INVOICE HEADER INFORMATION** collapsible section. This section includes basic, required information about the invoice. If required fields are not filled in, the invoice will not post. Except for the **Description/Comments** and **P.O. Number** fields, all fields are required.

FIELD	DESCRIPTION
Law Firm Office	Location of the firm office represented in the invoice.
Matter Name	Name of the matter associated with the invoice. If the matter name is not correct, cancel out of this page, or click **Change Matter**.
Law Firm Internal Name & No.	Your firm's internal client name and matter number from the list. If no number is available click **Edit Firm Client & Matter #** to enter the firm's client and matter number; otherwise, the invoice will not post.
Invoice Number	Must be a unique number.
Invoice Date	Date invoice is assigned.
Billing Period Start Date	The date on which the work included in this invoice began.
Billing Period End Date	The date on which the work included in this invoice ended.
Description/Comments	Optional additional information about the invoice.
P.O. Number	Purchase order number that your client assigned, if applicable.

6. In the **INVOICE DATA** collapsible section, use the **Invoice currency** drop-down list to select the invoice currency.

7. If you want to add fee or expense line items, click **Add line item** in the applicable section and complete the required fields.

FIELD	DESCRIPTION
Date	Date the activity occurred.
TK First Name	Timekeeper's first name.
TK Last Name	Timekeeper's last name.

FIELD	DESCRIPTION
TK ID	Unique identifier of the timekeeper for this line item. The identifier is an employee number, initials, or anything else that uniquely identifies the person. Often it is the primary key for the timekeeper as used in the firm's financial system.
TK Classification	Professional classification of the timekeeper, such as partner, associate, or paralegal.
Task Code (fee line items)	Use the dropdown to select the task code for the activity performed. Task codes may be required for trademark and patent matters.
Activity Codes (fee line items)	Use the dropdown to select the activity code for the activity performed.
Task Description/Line Item Narrative (fee line items)	Optional description of the task.
UTBMS Expense Code (expense line items)	Use the dropdown to select the UTBMS expense code.
Expense Description (expense line items)	Optional description of the activity performed.
Hours (fee line items)	Number of hours spent on the task described in the line item.
Units (expense line items)	Number of units, such as the number of copies made.
Rate	Amount charged for each unit.
Tax Type	Applicable tax type.
Tax %	Applicable tax rate (visible only if you select a Tax Type).
Adjustment	Any applicable adjustment, such as a discount.

8. *(Optional)* If you want to add a line item identical to the one you just completed, click **Clone Line Item**, then edit the individual fields.

9. *(Optional)* If you need to adjust the value of an invoice, complete one or both of the following:

   - To adjust a line item amount, enter a value in the corresponding **Adjustment** field.

   - To adjust the entire invoice amount, click **Adjust total fees** or **Adjust total expenses** under the **Totals** section and enter the adjustment.

   To reduce the amount of the invoice, enter a negative number.

10. If you want to download and save a copy of the invoice, click the ellipsis (•••) in the toolbar then click **Download invoice**.

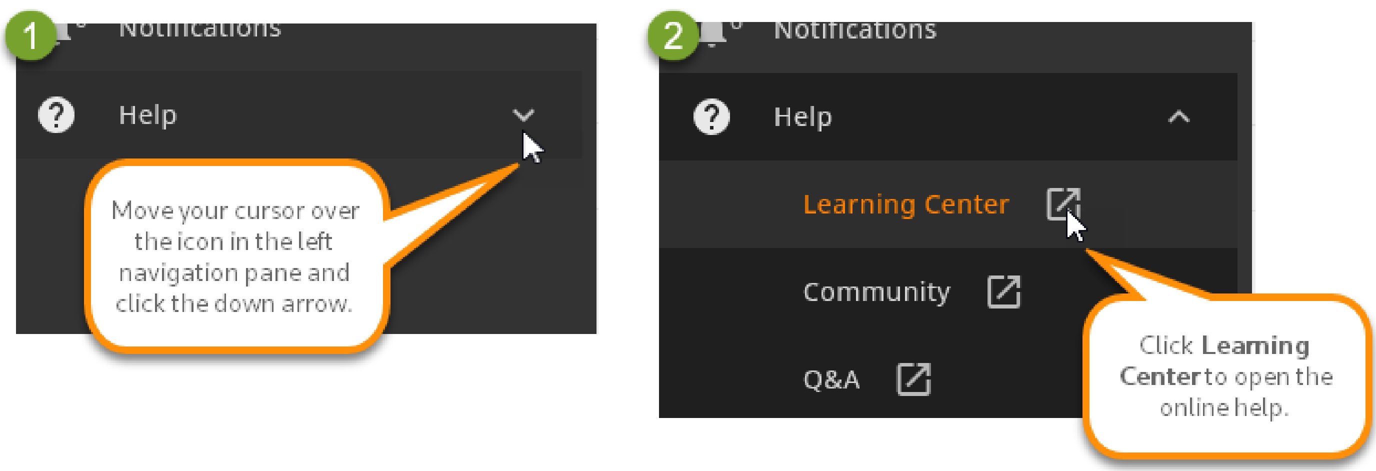
11. Click **Post & close** in the toolbar.

Tip | To delete a line item, click the ⊗ icon to the far right of the line item.

ADDITIONAL RESOURCES

ONLINE HELP

Comprehensive user documentation is available on the Tracker Help Center. To open help, scroll to the bottom of the left navigation pane. On the **Help** menu, select **Learning Center**.

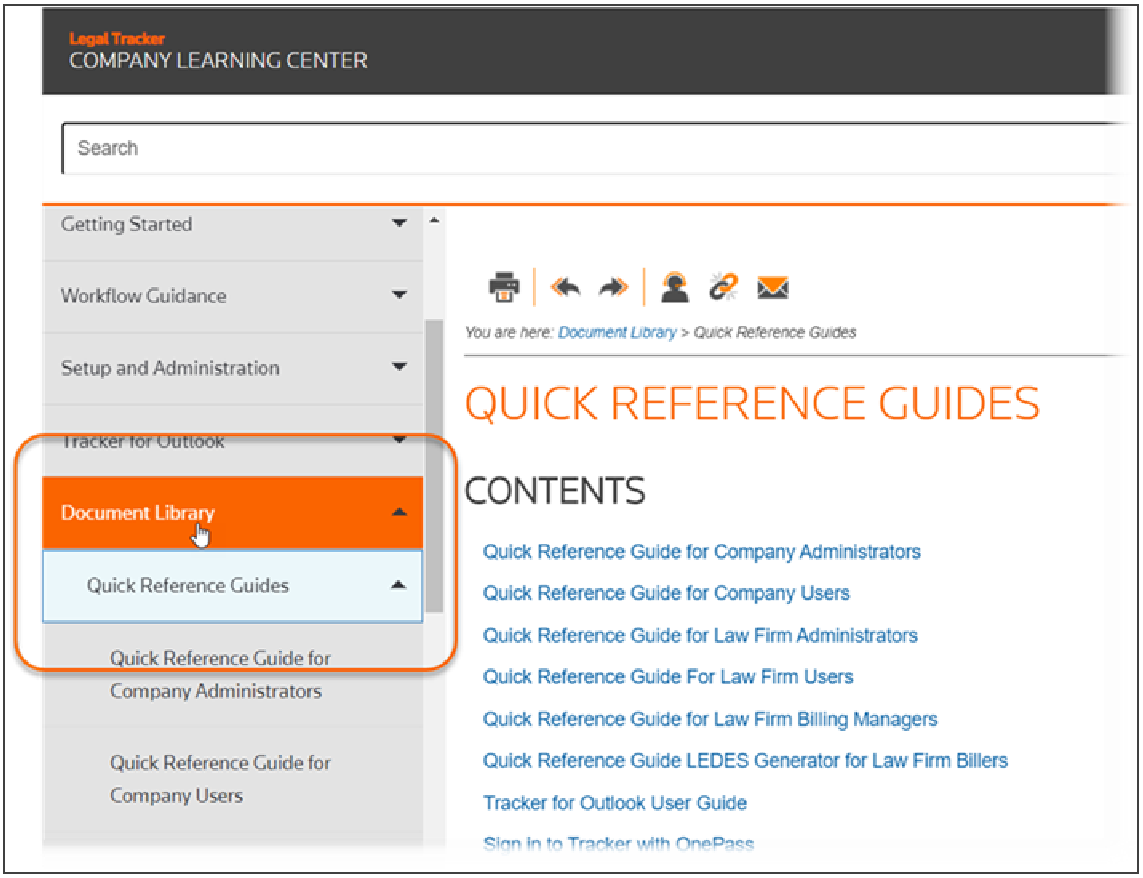


Online help has detailed step-by-step instructions on the tasks you perform in Tracker.

Additional page-specific help is available on selected pages in Tracker. When available, click **Page help** at the top of a Tracker page to access specific information for the page you are on.

DOCUMENT LIBRARY

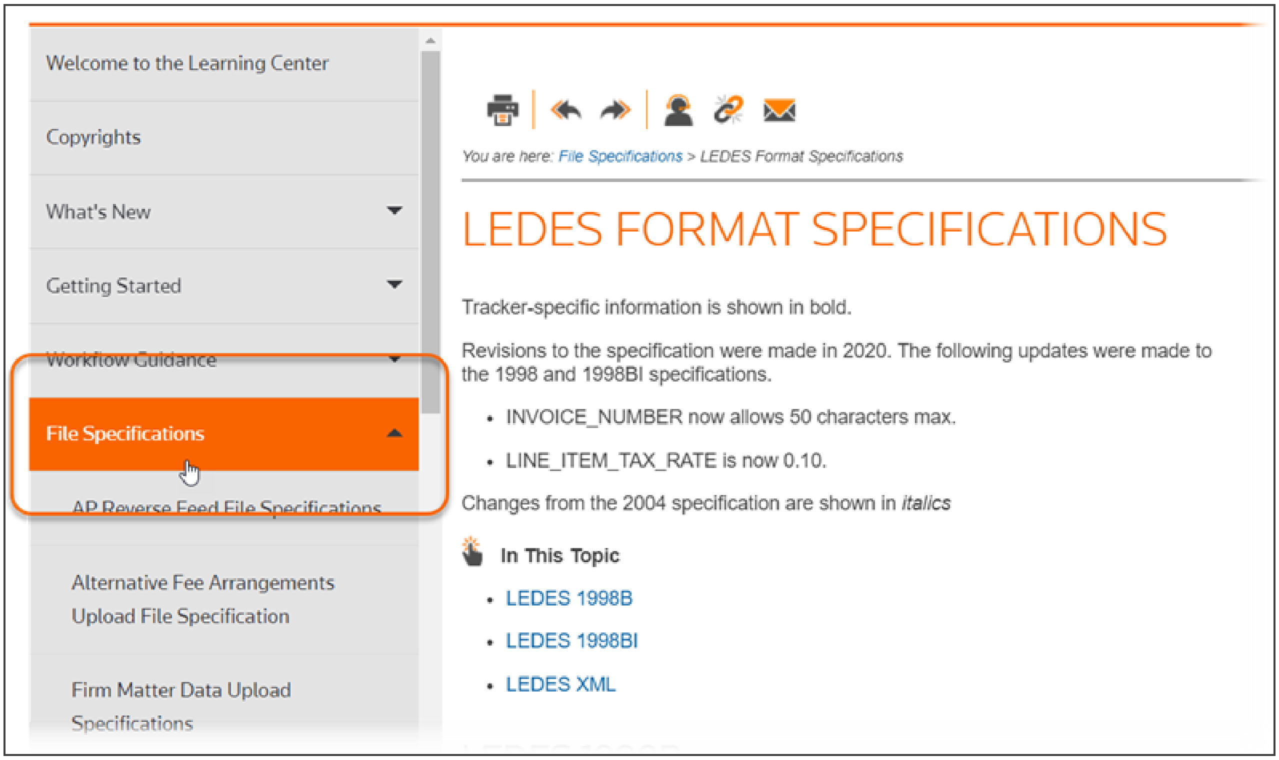
The *Quick Reference Guide for LEDES Generator for Law Firm Billers* and other guides are available in the Learning Center Document Library.



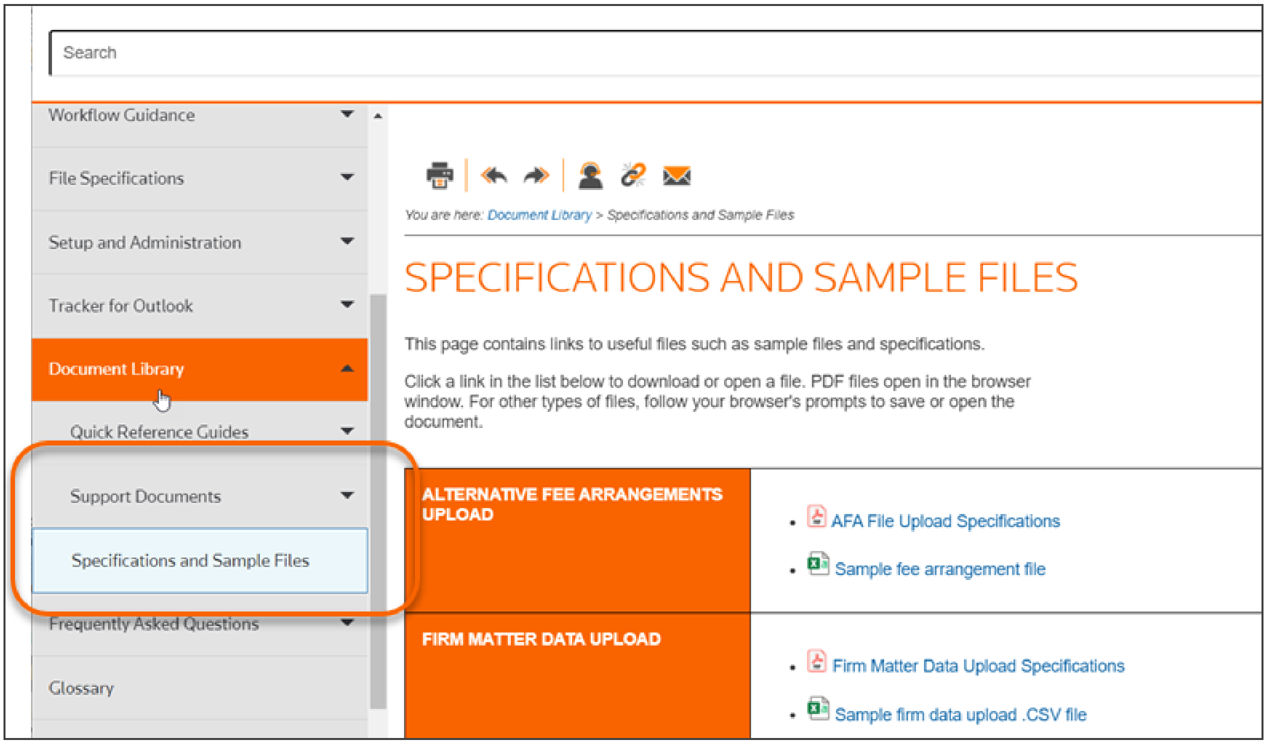
FILE SPECIFICATIONS

Online and printable file specifications are available in the Legal Tracker Learning Center.

- To find the online version, you can type a search term in the box, or look in the **File Specifications** section of Learning Center help menu.



- To find links to printable specifications, visit the **Specifications and Sample Files** page or the **Support Documents** section of the Learning Center **Document Library**. The **Specifications and Sample Files** page also contains links to sample upload files you can download.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File Specifications
Setup and Administration
Tracker for Outlook
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AFA File Upload Specifications
Sample fee arrangement file
FIRM MATTER DATA UPLOAD
Firm Matter Data Upload Specifications
Sample firm data upload .CSV file

LEGAL TRACKER TUTORIAL VIDEOS AND WEBSEMINARS

The Legal Tracker video tutorials and Webseminars provide instructions and demonstrations for how to perform common tasks in Legal Tracker. Please visit our new Learning Management System at https://corp-legal-training.thomsonreuters.com/ for the current Legal Tracker Webseminars and eLearning.

If you are new to Legal Tracker Learning, click the **Register** button to request an account and get started.

For any questions about training and inquire about the All Access Training Passport, please send an email to legaltraining.corporates@thomsonreuters.com.