LEDES Invoice Pre-Submission Check

Common things to look at before an electronic invoice goes to a client's e-billing system. MATTEROOM

The basics in one table

Term	What it usually means
LEDES	A family of standard file formats for sending legal invoices electronically, maintained by the LEDES Oversight Committee.
LEDES 1998B	A widely used pipe-delimited text format. Many corporate clients still ask for it.
LEDES XML formats	Richer formats some clients use, for example where tax or multi-currency detail is needed.
UTBMS codes	Standard task, activity and expense codes that describe what the work was.
Billing guidelines	The client's own rules. They often decide whether a line is accepted, more than the file format does.

Before you submit

Client and matter

- Client and matter IDs match what the client expects
- The right format and version for this client
- Billing period dates look right

Timekeepers and rates

- Each timekeeper is set up on the client side
- Rates match the approved rate list
- Titles or classifications are consistent

Line items

- Task and activity codes fit the work described
- Descriptions are specific, not block-billed
- Restricted items follow the client's guidelines

Totals and tax

- Line totals add up to the invoice total
- Discounts and adjustments are shown the agreed way
- Tax and currency fields are filled where required

When an invoice comes back rejected: read the rejection reason, fix the cause in the billing record rather than only in the file, regenerate, and note the fix so the next invoice for that client avoids it.

General education only. Formats, versions and rules change, and every client sets its own billing guidelines. Check the current specifications at ledes.org and your client's instructions before relying on this sheet. More guides at matteroom.com/resources.