

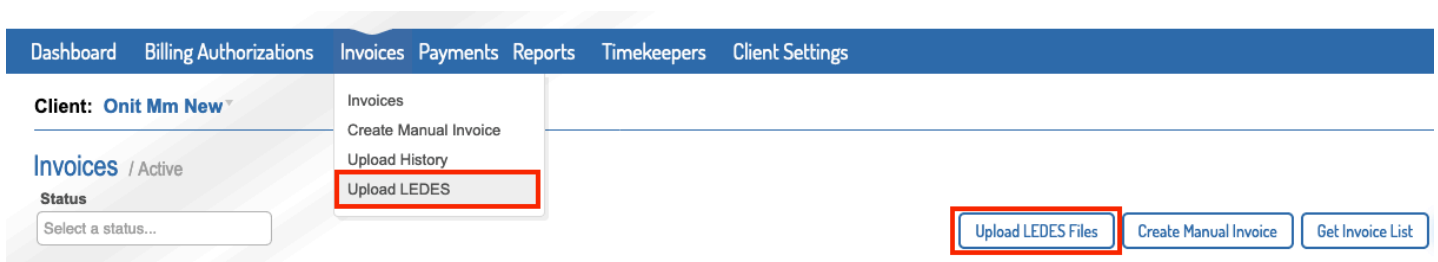
Uploading a LEDES Invoice File

1. Select your client from the Client dropdown menu.



2. Select Upload LEDES Files from the Invoices tab dropdown or on the invoices page.

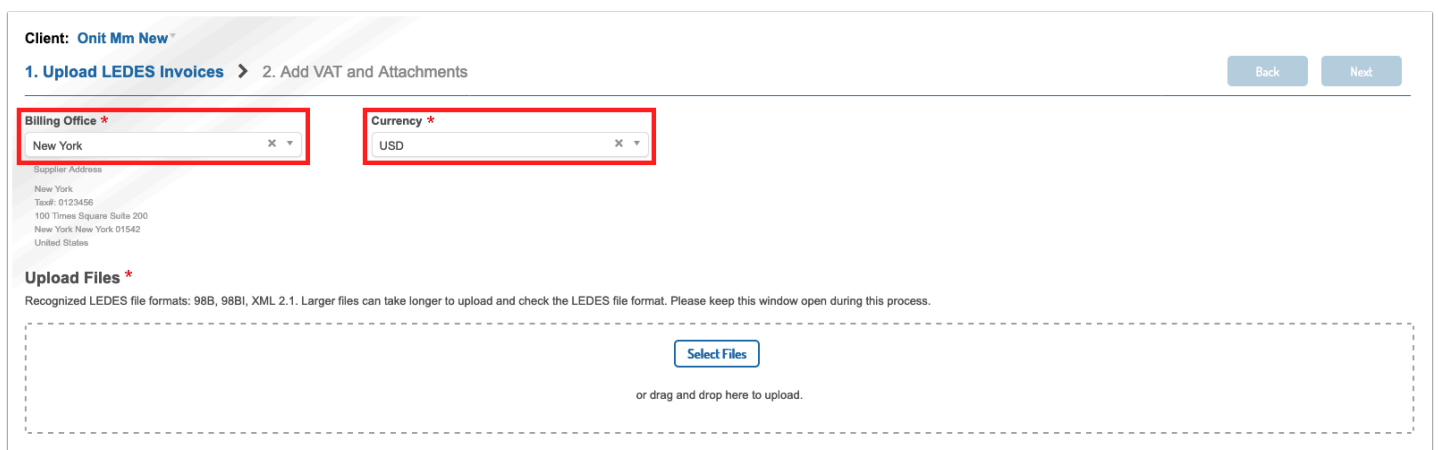
Note: BillingPoint currently accepted LEDES98B, LEDES98BI, and LEDES XML 2.1 invoice files for upload.



3. Select the Billing Office & the Currency.

Your default office will auto-populated (but can be changed) and if you only have 1 client approved currency then currency will auto-populate.

4. Once the Billing Office & Currency are selected, click to browse or drag and drop your invoice files (we accept multiple files uploaded at once).



5. The system will show if each file is valid or not. For invalid files, the errors will be listed. Any invalid invoices must be corrected and replaced or removed to proceed with the upload process for any of the invoice files.

Attached Files

Credit_Invoice_Sample.txt

Success.

2745890_ERROR.txt

2 errors

Hide Error

Errors: invoice number: 2745890

Employee Id is not recognized:

Employee Id	Row #
3792	3, 4, 5

Matter Number is not recognized:

Matter Number	Row #
201979034	3, 4, 5

6. Once all files are valid, click Next in the top right corner.

If you navigate away from this page without clicking Next, the system will save the invoices as drafts.

Client: Onit Mm New

1. Upload LEDES Invoices > 2. Add VAT and Attachments

Back

Next

Billing Office *

New York

Supplier Address

New York

Tax#: 0123456

100 Times Square Suite 200

New York New York 01542

United States

Currency *

USD

Upload Files *

Recognized LEDES file formats: 98B, 98BI, XML 2.1. Larger files can take longer to upload and check the LEDES file format. Please keep this window open during this process.

Select Files

or drag and drop here to upload.

Attached Files

Credit_Invoice_Sample.txt

Success.

2745890.txt

Success.

7. Invoices will be auto-marked for submission to client, toggle this if you prefer to upload the invoices as a draft. Select the invoices that are submit to VAT Tax Regulations and add attachments as needed. Click Submit or Save as Draft in the top right corner to upload the files.

If you navigate away from this page, the system will save the invoices as drafts and will store any attachments.

Client: **Onit Mm New**

1. Upload LEDES Invoices > 2. Add VAT and Attachments

Back Submit

Select the invoices that include VAT and add attachments appropriately

Submit	VAT	Invoice Number	Matter	File Name	Invoice Date	Total	Attachments
<input checked="" type="radio"/> Submit to client	<input type="radio"/> Exclude	2745890	2019-53090 - lee-testMatter-810	2745890.txt	08/12/2020	468.00 USD	Select Files or drag to upload
<input checked="" type="radio"/> Submit to client	<input type="radio"/> Exclude	Credit 994232	2018-48207 - Goldfarb v Easterby	Credit_Invoice_Sample.txt	03/17/2016	-68,234.64 USD	Select Files or drag to upload image.png quick_pdf(12).pdf

Client: **Onit Mm New**

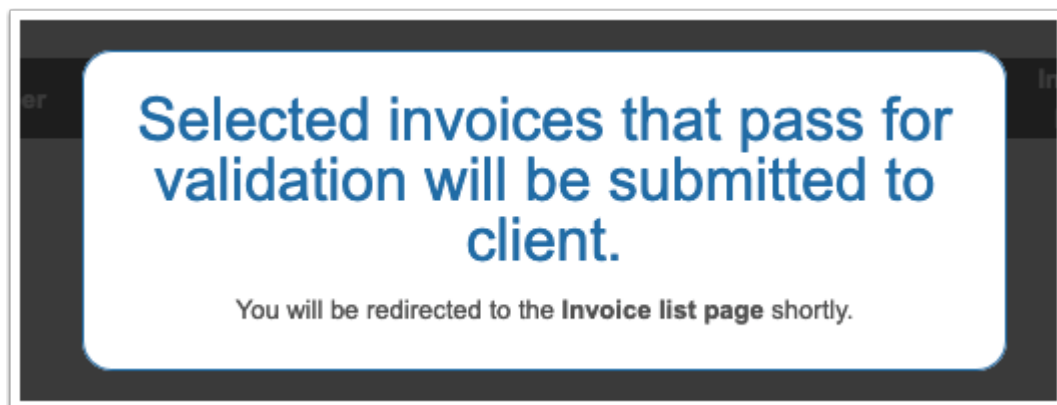
1. Upload LEDES Invoices > 2. Add VAT and Attachments

Back Save As Draft

Select the invoices that include VAT and add attachments appropriately

Submit	VAT	Invoice Number	Matter	File Name	Invoice Date	Total	Attachments
<input type="radio"/> Save as draft	<input type="radio"/> Exclude	2745890	2019-53090 - lee-testMatter-810	2745890.txt	08/12/2020	468.00 USD	Select Files or drag to upload
<input type="radio"/> Save as draft	<input type="radio"/> Exclude	Credit 994232	2018-48207 - Goldfarb v Easterby	Credit_Invoice_Sample.txt	03/17/2016	-68,234.64 USD	Select Files or drag to upload image.png quick_pdf(12).pdf

8. **You will be redirected to the Invoices list page.** Invoices marked for Submission to Client will be validated against the client's billing rules. Invoices that pass validation will be submitted to the client.



9. If you chose Submit to Client when uploading, the invoice will either show Pending Approval or Failed as the status on the invoice list page. **If the invoice is Pending Approval, it was successfully submitted to the client for approval and you are finished.**

If the invoice is Failed, there are validation error(s) and it was not submitted to the client. Open the invoice by clicking on the blue invoice number to view the error(s). You can make [corrections within the system](#) or edit your LEDES file and re-upload.

Dashboard
Billing Authorizations
Invoices
Payments
Reports
Timekeepers
Client Settings

Client: Onit Mm New

Invoices / Active

Status

Select a status...

Upload LEDES Files
Create Manual Invoice
Get Invoice List
Search Invoices

Submit to Client
Archive
Delete
Email PDF

Active (20)
Archived (0)
Deleted (0)

	Invoice	Matter	Fee Arrangement		Date Submitted	Invoice Date	Status	Total
<input type="checkbox"/>	2745890	2019-53090 - lee-1estMatter-810	Hourly		08/27/2020	08/12/2020	Pending Approval - 08/27/2020	468.00 USD
<input type="checkbox"/>	Credit 994232	2018-48207 - Goldfarb v Easterby	Hourly			03/17/2016	Failed - 08/27/2020	-68,234.64 USD

10. If you did not choose Submit to Client when uploading, the invoice will be in Draft status. To submit the invoice, you can either check the box to the left of the invoice and click Submit to Client at the top of the page, or you can open the invoice by clicking on the blue Invoice Number and click Submit to Client within the invoice.

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Archive
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Active (20)
Archived (0)
Deleted (0)

	Invoice	Matter	Fee Arrangement		Date Submitted	Invoice Date	Status	Total
<input type="checkbox"/>	87676	2018-50588 - Jordan vs. Bird				04/08/2019	Draft - 04/08/2019	750.00 USD