

ADJUSTMENTS for a LEDES98B invoice

Example: a discount of \$1000 on an invoice with invoice total \$3000

Option 1: Invoice Adjustment Line (IF/IE)

If a vendor is using a LEDES file for this process, he or she can simply add an Invoice Adjustment Line (IF or IE) to adjust the Invoice Total by \$1000. Below, the example shows an IF line (or IE) line is distributed among the Fee lines (or Expense lines).

make sure that any adjustments are reflected in the **INVOICE_TOTAL** (highlighted in RED)

INVOICE_DATE	INVOICE_NUM	CLIENT_ID	LAW_FIRM_M	INVOICE_TOTAL	BILLING_START	BILLING_END	INVOICE_DESC	LINE_ITEM_NUM	EXP/FE/INV	LINE_ITEM_NUM	LINE_ITEM_AD	LINE_ITEM_TOTAL	LINE_ITEM_DATE	LINE_ITEM_T	LINE_ITEM_EX	LINE_ITEM_AC	TIMEKEEPER	LINE_ITEM_DE	LAW_FIRM_ID	LINE_ITEM_UN	TIMEKEEPER	TIMEKEEPER	CLIENT_MATTER_ID
19990225	96542	711	528	2000	19990101	19990131	For service	1	F	7.5	0	1500	19990117	L230			TK1	Services	24-643738	200			DISP-000000[]
19990225	96542	711	528	2000	19990101	19990131	For service	2	F	5	0	1500	19990117	L230			TK2	Services	24-643738	300			DISP-000000[]
19990225	96542	711	528	2000	19990101	19990131	Retainer D	3	IF	1	-1000	-1000	19990131					Monthly S	24-643738	1			DISP-000000[]
				total = 2000																			

No	Matter	TK	Date	Description	Rate/Price	Hrs/Units	Disc*	Total
1	DISP-000000	TK1	1/17/99	Fee Code: L230 Research Attorney fees, Set off claim	200.00	7.50	(500.00)	1,000.00
2	DISP-000000	TK2	1/17/99	Fee Code: L230 Research attorney fees, Trial pleading	300.00	5.00	(500.00)	1,000.00

the IF line is distributed among the other Fee lines

Option 2: Expense line item with discount

Alternatively, he or she could also use a negative line entry (E) as an expense (or F for a fee). Below, the example shows an E line as a negative expense line item showing the discount.

INVOICE_DATE	INVOICE_NUM	CLIENT_ID	LAW_FIRM_M	INVOICE_TOTAL	BILLING_START	BILLING_END	INVOICE_DESC	LINE_ITEM_NUM	EXP/FE/INV	LINE_ITEM_NUM	LINE_ITEM_AD	LINE_ITEM_TOTAL	LINE_ITEM_DATE	LINE_ITEM_T	LINE_ITEM_EX	LINE_ITEM_AC	TIMEKEEPER	LINE_ITEM_DE	LAW_FIRM_ID	LINE_ITEM_UN	TIMEKEEPER	TIMEKEEPER	CLIENT_MATTER_ID
19990225	96542	711	528	2000	19990101	19990131	For service	1	F	7.5	0	1500	19990117	L230			TK1	Services	24-643738	200			DISP-000000[]
19990225	96542	711	528	2000	19990101	19990131	For service	2	F	5	0	1500	19990117	L230			TK2	Services	24-643738	300			DISP-000000[]
19990225	96542	711	528	2000	19990101	19990131	Retainer D	3	E	1	-1000	-1000	19990131		E124			Monthly S	24-643738	1			DISP-000000[]
				total = 2000																			

No	Matter	TK	Date	Description	Rate/Price	Hrs/Units	Disc*	Total
1	DISP-000000	TK1	1/17/99	Fee Code: L230 Research Attorney fees, Set off claim	200.00	7.50	0.00	1,500.00
2	DISP-000000	TK2	1/17/99	Fee Code: L230 Research attorney fees, Trial pleading	300.00	5.00	0.00	1,500.00
3	DISP-000000	---	1/31/99	Expense Code: E124 Monthly services discount	(1,000.00)	1.00	0.00	(1,000.00)

negative expense line shows the discount