

LEDES Field Label	Type	Max Length	Required?	LEDES Description (Serengeti Additional Comments in <u>Blue Underline</u>)	LEDES Notes
INVOICE_DATE	Date	8	Yes	The invoice date. A null value ("") would be an error.	For each INVOICE_NUMBER, only the first INVOICE_DATE appearing for that INVOICE_NUMBER is valid (i.e., all others after the first can be disregarded).
INVOICE_NUMBER	Char	20	Yes	The alphanumeric, law firm assigned invoice number or code. A null value ("") would be an error. <u>SERENGETI COMMENT: Multiple invoice numbers may be included in the same invoice file. This allows firms to "Bulk" invoice multiple matters with one LEDES file.</u>	
CLIENT_ID	Char	20	Yes	The law firm assigned client code. A null value ("") would be an error. <u>SERENGETI COMMENT: This is the client number for your time & billing system.</u>	For each LAW_FIRM_MATTER_ID, only the first CLIENT_ID appearing for that LAW_FIRM_MATTER_ID is valid (i.e., all others after the first can be disregarded).
LAW_FIRM_MATTER_ID	Char	20	Yes	The law firm assigned matter code. Multiple LAW_FIRM_MATTER_IDs can be billed in the same invoice. A null value ("") would be an error. <u>SERENGETI COMMENT: This is the matter number for your time & billing system.</u>	
INVOICE_TOTAL	Currency	12.4	Yes	The sum of all LINE_ITEM_TOTAL values in this invoice. A null value ("") would be an error.	1. For each INVOICE_NUMBER, only the first INVOICE_TOTAL appearing for that INVOICE_NUMBER is valid (i.e., all others after the first can be disregarded). 2. Because INVOICE_TOTAL is defined as the sum of the LINE_ITEM_TOTALs for that INVOICE_NUMBER, there exists the possibility that the sending application may make an arithmetic mistake when calculating INVOICE_TOTAL. The receiving application is encouraged to verify that INVOICE_TOTAL is equal to the sum of that Invoice's LINE_ITEM_Totals, within a reasonable variance to account for rounding errors that may have been made when the sending application calculated the individual LINE_ITEM_Totals. If the INVOICE_TOTAL is not within a reasonable variance (e.g., 1%) of the sum of the LINE_ITEM_Totals, there is clearly an error that must be resolved by the sending law firm before payment.
BILLING_START_DATE	Date	8	Yes	The starting date for the billing period. A null value ("") would be an error.	
BILLING_END_DATE	Date	8	Yes	The ending date for the billing period. A null value ("") would be an error.	For each INVOICE_NUMBER, only the first BILLING_END_DATE appearing for that INVOICE_NUMBER is valid (i.e., all others after the first can be disregarded).
INVOICE_DESCRIPTION	Char	15 KB	No	A descriptive summary of work performed which is charged on this invoice during the applicable billing period. Limited to 15KB of text. <u>SERENGETI COMMENT: This field is displayed as the Discription/Comments field in Tracker.</u>	

LINE_ITEM_NUMBER	Char	20	Yes	The sequence number of this line item. This number must be unique for each line item in an invoice. Usually, the time entry primary key in the law firm's financial system is used here. A null value ("") would be an error.	
EXP/FEE/INV_ADJ_TYPE	Char	2	Yes	An identifier indicating whether the line item is an expense ("E"), a fee ("F"), an invoice-level adjustment on fees ("IF"), or an invoice-level adjustment on expenses ("IE"). A null value ("") would be an error.	
LINE_ITEM_NUMBER_OF_UNITS	Numeric	10.4	Depends See ->	The number of units billed on this line item. For fee items, this is the number of hours being billed. For expense items, this is the number of items being expensed. For invoice-level adjustments, this field is ignored. A value of zero "0" or null ("") would be an error unless the line item is an invoice-level adjustment.	
LINE_ITEM_ADJUSTMENT_AMOUNT	Currency	10.4	No	The numerical value of any adjustment applied to this line item. A positive value indicates a premium, a negative value indicates a discount. A null ("") or zero ("0") value indicates no adjustment.	
LINE_ITEM_TOTAL	Currency	10.4	Yes	The numerical value of this line item. This must be $(\text{LINE_ITEM_UNIT_COST} * \text{LINE_ITEM_NUMBER_OF_UNITS}) + \text{LINE_ITEM_ADJUSTMENT_AMOUNT}$. A null value ("") would be an error.	There exists the possibility that the sending application may make an arithmetic mistake when calculating LINE_ITEM_TOTAL. The receiving application is encouraged to verify that LINE_ITEM_TOTAL is properly calculated, within a reasonable variance to account for rounding errors that may have been made when the sending application calculated it. If the LINE_ITEM_TOTAL is not within a reasonable variance (e.g., .1%) of the value specified by the formula above, there is clearly an error that must be resolved by the sending law firm before payment.
LINE_ITEM_DATE	Date	8	Yes	The date the fees/expenses were incurred. Typically, this date is between the BILLING_START_DATE and the BILLING_END_DATE. A null value ("") would be an error.	
LINE_ITEM_TASK_CODE	Char	20	No	SERENGETI COMMENT: Task codes are not required in Serengeti Tracker -- you can leave this field blank.	
LINE_ITEM_EXPENSE_CODE	Char	20	Yes	The expense code (e.g., using the UTBMS code set) for this expense line item. SERENGETI COMMENT: The expense code for any expense or any invoice level adjustment to expenses must be included in your invoice that you submit to Serengeti Tracker. See the help topic specifically about UTBMS Expense Codes.	
LINE_ITEM_ACTIVITY_CODE	Char	20	No	SERENGETI COMMENT: Activity codes are not required in Serengeti Tracker -- you can leave this field blank.	

TIMEKEEPER_ID	Char	20	Depends See ->	A unique identifier for the timekeeper for this line entry. Typically, the identifier used here is the primary key for a timekeeper used in a law firm's financial system (e.g., an employee number, social security number, initials, or anything else so long as it uniquely identifies a particular timekeeper). For fee line items, a null value ("") would be an error. Most expense items probably do not have a TIMEKEEPER_ID associated with them (in which case this field would be left null).	
LINE_ITEM_DESCRIPTION	Char	15 KB	No	Free form description of this line item. May be up to 15KB of text. If an expense item uses a LINE_ITEM_EXPENSE_CODE, this field is usually left null.	
LAW_FIRM_ID	Char	20	Yes	<u>SERENGETI COMMENT: You should provide your firm's tax identification number. If your firm does not have a tax identification number, you can simply enter "None".</u>	
LINE_ITEM_UNIT_COST	Currency	10.4	Depends See ->	The standard (i.e., undiscounted) unit cost of the line item. For fees, this would be the hourly rate. For expenses, this would be the cost per unit. For invoice-level adjustments, this field is ignored. A value of zero ("0") or null ("") would be an error unless the line item is an invoice-level adjustment.	
TIMEKEEPER_NAME	Char	30	Depends See ->	The name of a timekeeper. Names must be entered Last name first, then a comma, followed by First name (e.g., "Arnsley, Robert"). THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR TIMEKEEPER. This field is mandatory. Most expense items probably do not have a TIMEKEEPER_NAME associated with them (in which case this field would be left null).	The TIMEKEEPER_NAME and TIMEKEEPER_CLASSIFICATION fields are provided for information only. The receiving application must not use these fields as a primary key for timekeeper. Use of these fields is mandatory for fee line items in order to preclude the need for a separate look-up table of timekeeper names and classifications in the receiving application.
TIMEKEEPER_CLASSIFICATION	Char	10	Depends See ->	The staff classification of a timekeeper. This field must use one of the following codes: "PT" (for partner), "AS" (for associate), "OC" (for of counsel), "LA" (for legal assistant), or "OT" (for other timekeeper). THIS FIELD IS PROVIDED FOR INFORMATION ONLY AND MUST NOT BE USED BY THE RECEIVING APPLICATION AS A PRIMARY KEY FOR TIMEKEEPER. Most expense items probably do not have a TIMEKEEPER_CLASSIFICATION associated with them (in which case this field would be left null).	
CLIENT_MATTER_ID	Char	20	No	<u>SERENGETI COMMENT: Client Matter ID is not required in Serengeti Tracker -- you can leave this field blank.</u>	LAW_FIRM_MATTER_ID and CLIENT_MATTER_ID are included in order to provide a key for differentiating between various matters being billed. The LAW_FIRM_MATTER_ID is the law firm's key and the CLIENT_MATTER_ID is the client's key. Both must be included, if available. The only situation where CLIENT_MATTER_ID would not be reported by a law firm is if that client does not have its own independent system for identifying matters.