



# LEDES CONVERT

EffortlessLegal

## Summary

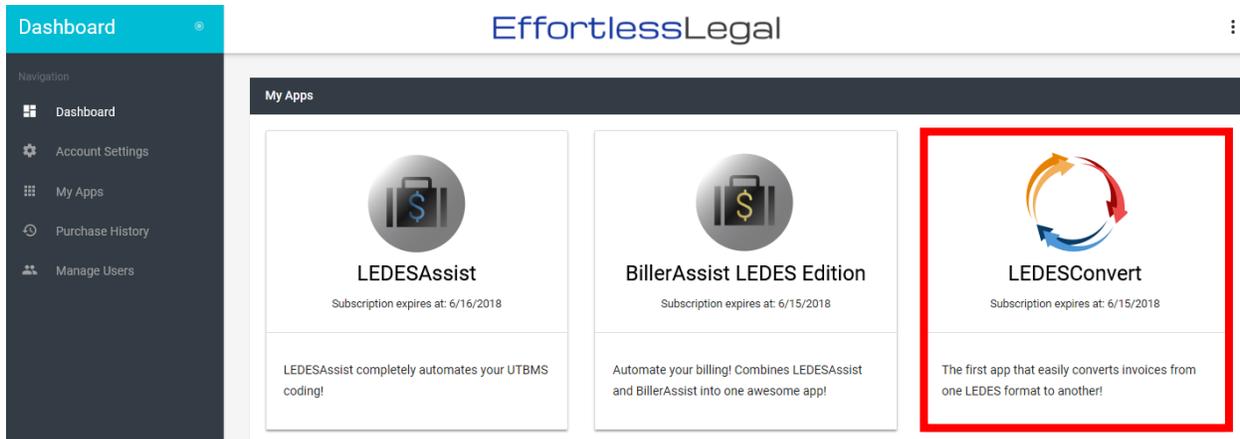
- Easily converts a LEDES 1998B file to LEDES 2000 format.
- Requires no installation.
- Compatibly with many billing platforms.
- Secures information with bank-grade encryption.
- Computers do your tedious work for you.
- No more rejections of erroneous invoices.

## Overview

- Converter
- Integration Bar
- Integrations (Clio, Timeslips, Other Billing Systems)

## Where to Begin

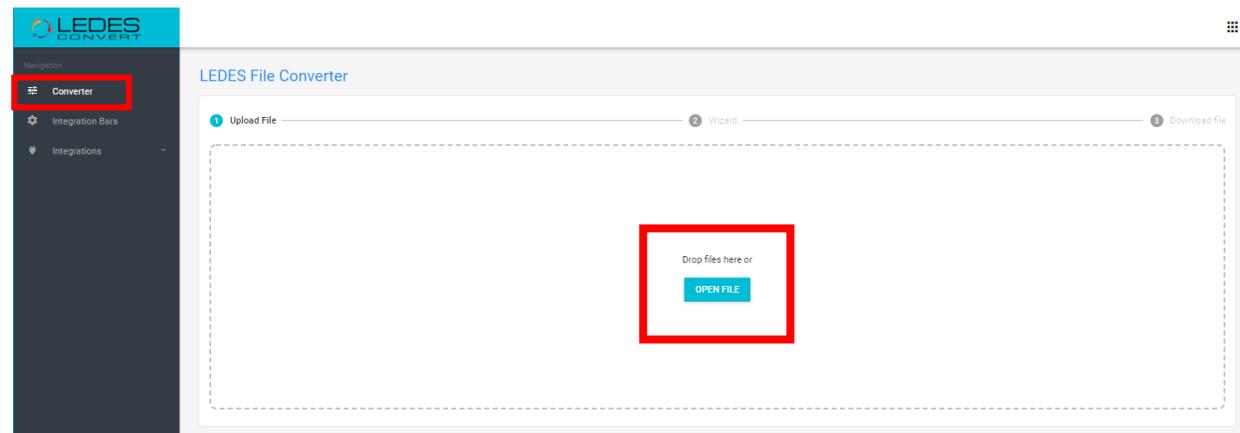
LEDESConvert is launched from the EffortlessLegal dashboard. To begin, you'll need to sign up with an account, and can then log in to the dashboard from the EffortlessLegal homepage. Input your credentials, and you will be directed to the dashboard as shown below. Select LEDESConvert, or purchase the app if you have not done so already. If you would like to learn more on how to create an account with EffortlessLegal, [click here!](#)



## LEDES File Converter

You can begin converting a file in LEDESConvert by selecting “Converter” on the left-hand side of the tool bar.

1. To begin converting a LEDES 1998B file, simply drag and drop the file in the dotted line box as shown below, or open it using the “OPEN FILE” button. Be sure the file is in **.TXT** or **.DAT** format.



2. Once a File is placed, click the “CONVERT” button on the bottom left or “UPLOAD OTHER” to add an additional file. (Notice how the file is in **.DAT** format as explained in Step 1.)



3. Fill in the required fields, shown with a red asterisk (\*) at the end of the field. All field names will be listed in the LEDES format. You can click the information button  on the right of the field to get a description of the items that need to be filled out.

LEDES File Converter

1 Upload File 2 Wizard 3 Download file

1 Firms 2 Clients 3 Invoices 4 TKsums, Fees, Expenses 5 Matters

\* - required field

Law Firm Tax ID \* 123456789 Law Firm ID Law firm 1

Law Firm Name \* test

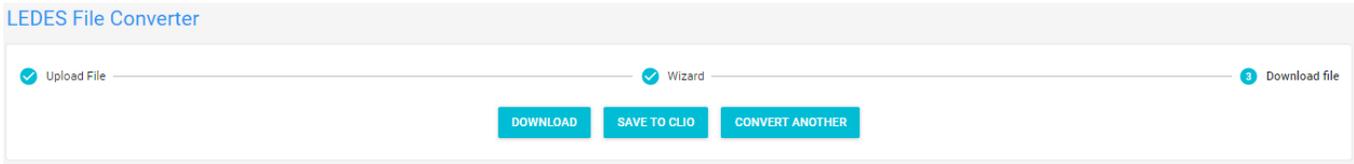
Law Firm Address

Street Address \* test Optional Add'l Street Address (1)

Optional Add'l Street Address (2) test

4. There are several steps to complete to properly convert the file to the 2000 format. The first time you convert an invoice, you will have to fill in all of the information to complete the document accurately. Future conversions for the same client will automatically populate the information provided during the initial conversion, leaving only minor adjustments such as calendar dates to revise.

- Once all required fields, and additional information have been filled out, click “NEXT” and the app will display the option to “DOWNLOAD,” “SAVE TO CLIO,” or “CONVERT ANOTHER” file.

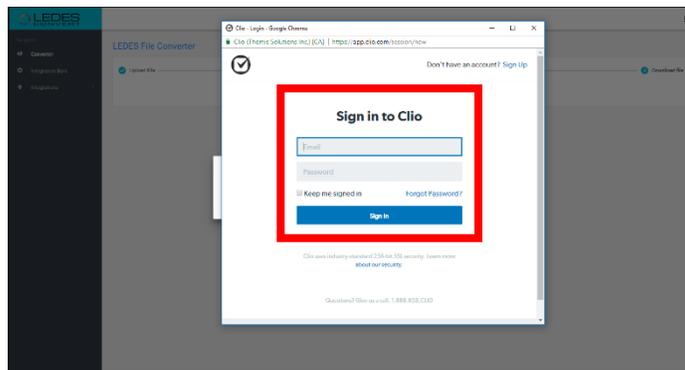


## Download

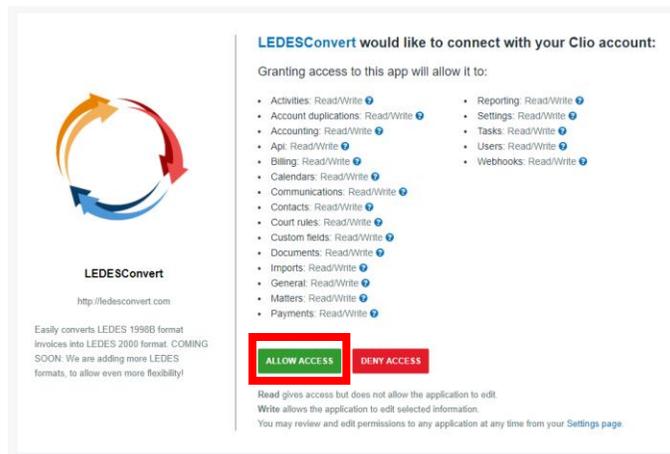
Selecting “DOWNLOAD” will automatically download the converted file as a .xml file to the desktop’s downloads tab. Select the converted .xml file for it to open.

## Save to Clio

By selecting “SAVE TO CLIO,” users will be asked to authorize connecting to Clio. Select “AUTHORIZE,” and Clio’s sign-in page will appear. Input your credentials, and then sign-in.



Next, users will be directed to Clio’s authorization page. Select “ALLOW ACCESS.”



The converted file will automatically upload to Clio. Users can find the converted file in the “Documents” tab within Clio as shown below.

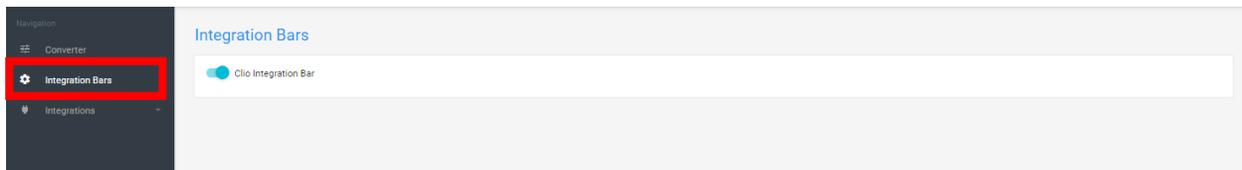


## Convert Another

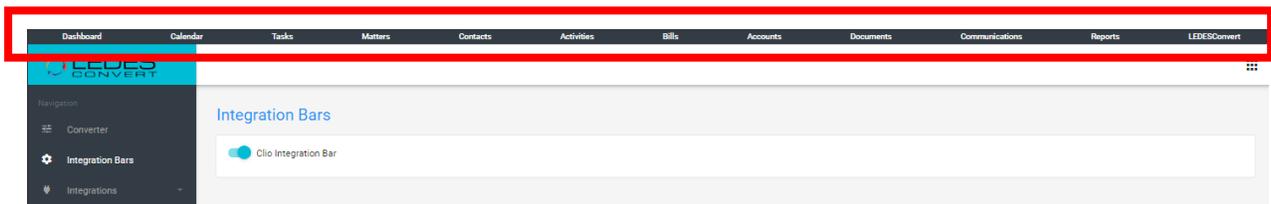
The third tab, “CONVERT ANOTHER,” will redirect a user to the beginning to start the conversion process again. Drag or upload a file to begin.

## Integration Bars

To include Clio’s task bar at the top of LEDESConvert’s platform, go to LEDESConvert’s navigation bar on the left-hand side and select “Integration Bars.” Next, select the toggle button as shown below.



Once selected, Clio’s integration bar will appear at the top of the LEDESConvert platform.

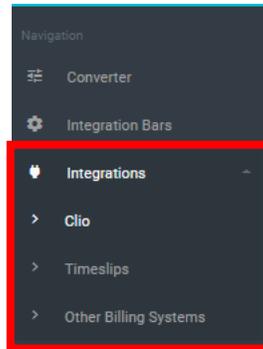


Activating Clio’s integration task bar allows you to directly access their Clio dashboard, calendar, tasks, matters, contacts, activities, bills, accounts, documents, communications and reports all from LEDESConvert.

To turn-off, simply select the toggle button again.

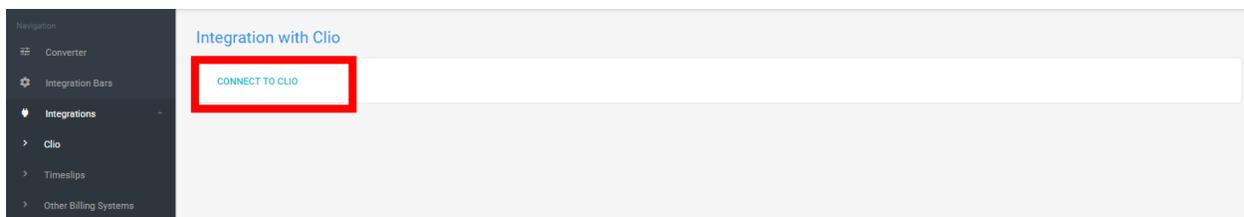
## Integrations

To integrate LEDESConvert with Clio, Timeslips, or another billing system, click the “Integrations” tab on the left-hand side in the navigation bar. A user’s options will then appear as shown below.



### Clio

1. If you would like to integrate Clio with LEDESConvert, select “Clio” in the “Integrations” tab. Select “CONNECT TO CLIO.”



2. Select “AUTHORIZE,” and then users will be prompted to input their Clio credentials to integrate. Once integrated, a user’s documents will appear in LEDESConvert as shown below. Users can select multiple files to convert directly into LEDESConvert.

#### DISCONNECT FROM CLIO

<input type="checkbox"/>	Client Name	Matter Name	Issue Date
<input type="checkbox"/>	Optimus Prime LUX	00168-Prime	May 2, 2018
<input type="checkbox"/>	Optimus Prime LUX	00169-Prime	May 2, 2018
<input type="checkbox"/>	Optimus Prime LUX	00171-Prime	May 3, 2018

### Timeslips/Other Billing Systems

You can easily convert LEDES 1998B invoices from Timeslips or other billing systems into LEDES 2000 format. Select the “Converter” tab in the navigation bar, and upload a LEDES 1998B invoice from Timeslips or other billings systems. LEDESConvert will help users take care of the rest.

## Conclusion

LEDESConvert easily converts LEDES 1998B invoices into LEDES2000 format, helping you avoid complicated file conversions, rejections of erroneous invoices and time-consuming hassle of doing this monthly.

There are several different LEDES formats for invoices, and different clients often require different ones.

When a new LEDES format is not the same one that your firm traditionally uses, a complicated manual conversion process is required. This can take hours per invoice.

With LEDESConvert, all you have to do is upload your invoice, fill out some additional fields required for the new format, and then our system will do the rest!

## Resources

To view our demo video on how to navigate LEDESConvert, click [here!](#)

To view our FAQ video, click [here!](#)