



D365 LEGAL HUB

QUICK START GUIDE

Invoicing

From time and expenses to invoices

Billing events • Expenses • Invoice process •
Invoice list



d365.Global

Purpose of this guide

A short guide to recording billable work and turning it into invoices.

What this covers

Recording **billing events** and **expenses**, choosing a **billing type**, running the **invoice process**, and managing the **invoice list**.

Who should use it

Lawyers who record time, and **billing staff** who approve entries and issue invoices.

Recommended process

Record and **approve** entries on the matter, **run** the invoice process, then **review** and **generate** documents.

Important: only **approved** billing events and expenses are included when an invoice is generated.

01

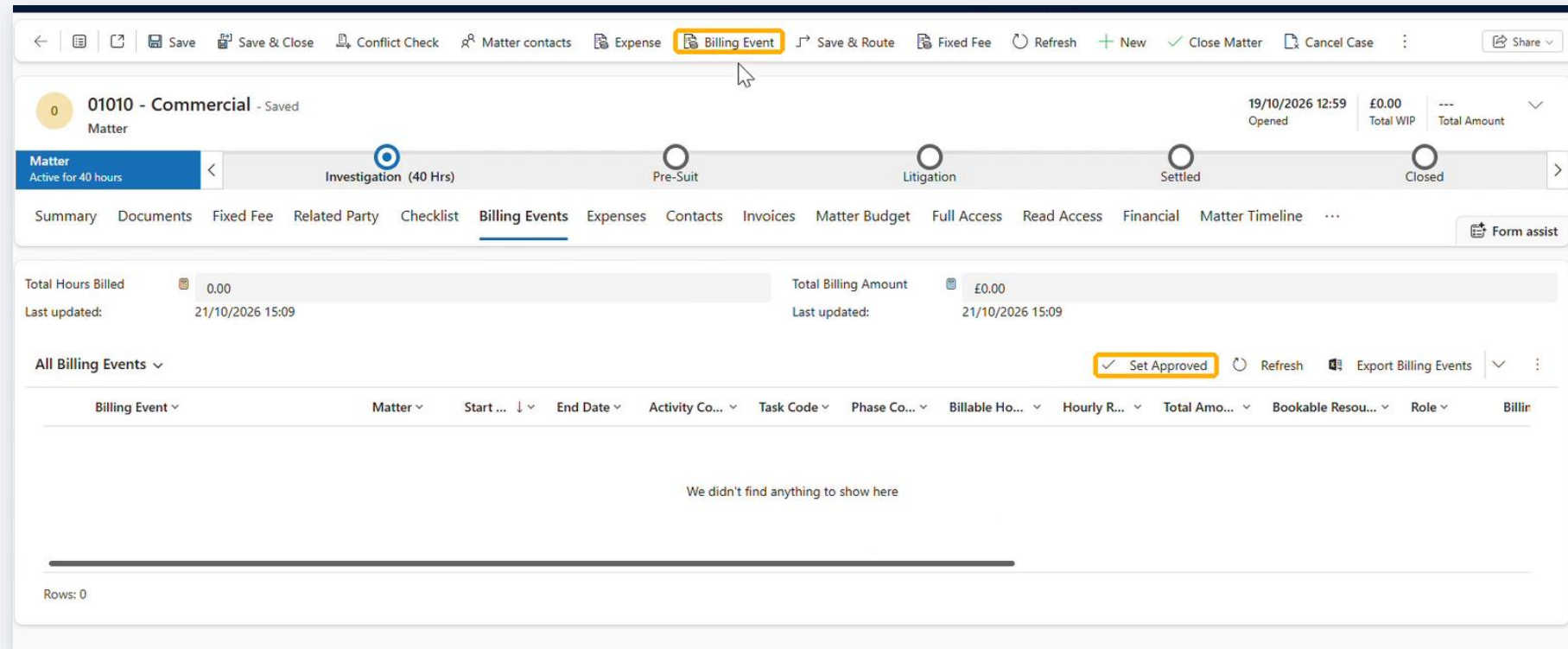
Billing Events

Record time against the matter.

Steps:

1. Open the **matter**
2. Click the **Billing Events** tab to see its entries
3. Click **Billing Event** on the top command bar to add one

Each matter has a Billing Events tab listing its time entries, and an Expenses tab for costs.



The screenshot shows the d365.Global interface for a matter named "01010 - Commercial". The top command bar includes various actions like Save, Save & Close, Conflict Check, Matter contacts, Expense, **Billing Event** (highlighted with a yellow box), Save & Route, Fixed Fee, Refresh, New, Close Matter, Cancel Case, and Share. Below the command bar, the matter details show "01010 - Commercial - Saved" with a status of "Matter" and a date of "19/10/2026 12:59". The "Total WIP" is £0.00 and the "Total Amount" is ---. The main navigation bar includes tabs for Matter, Investigation (40 Hrs), Pre-Suit, Litigation, Settled, and Closed. The "Billing Events" tab is selected. Below the navigation bar, the "Billing Events" section shows "Total Hours Billed" as 0.00 and "Total Billing Amount" as £0.00, both last updated on 21/10/2026 15:09. The "All Billing Events" section has a "Set Approved" button (highlighted with a yellow box) and a "Refresh" button. The table below the section is empty, with a message "We didn't find anything to show here". The table headers include Billing Event, Matter, Start, End Date, Activity Co., Task Code, Phase Co., Billable Ho., Hourly R., Total Amo., Bookable Resou., Role, and Billin. The footer shows "Rows: 0".

Record Time

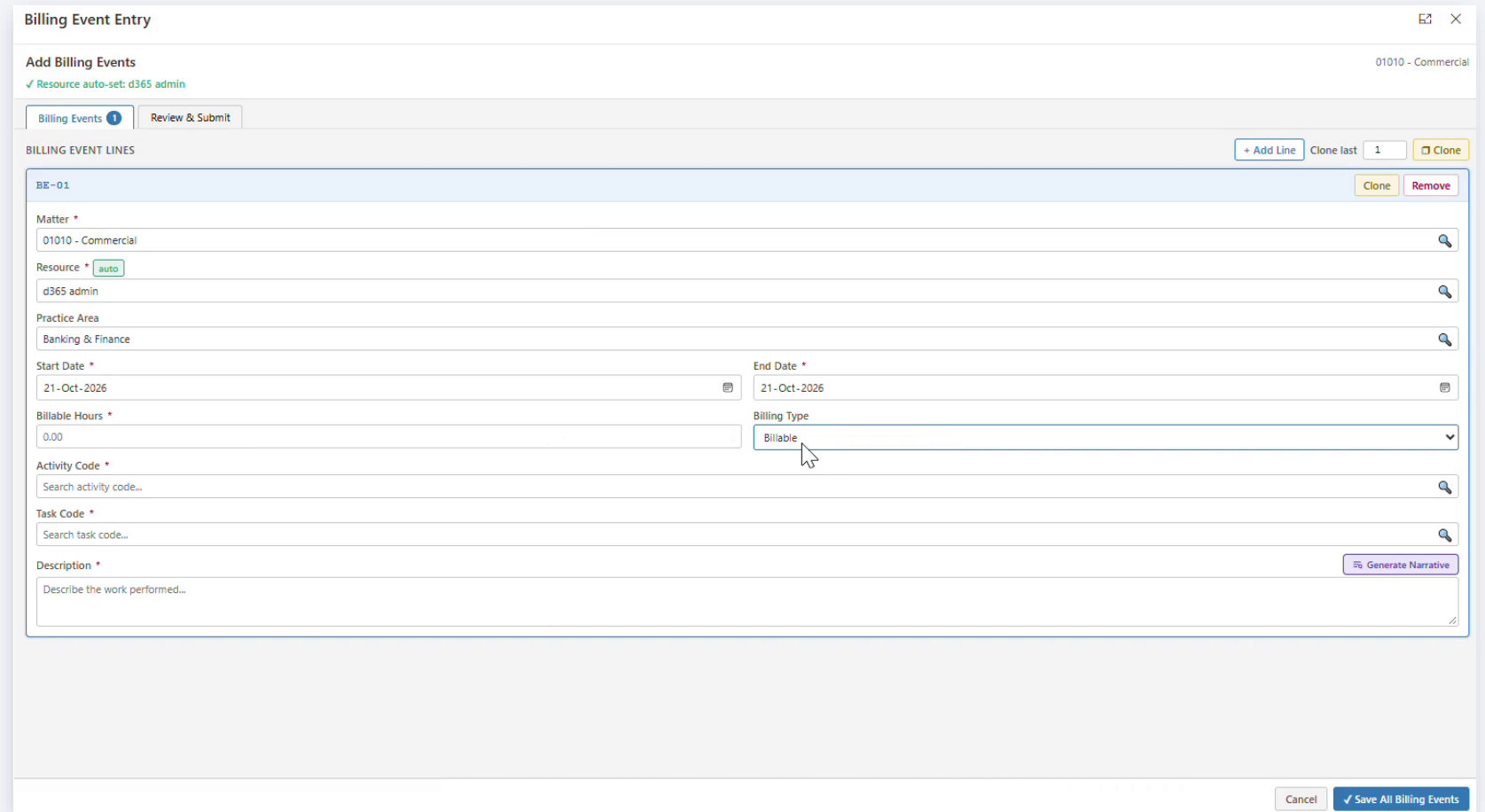
Fill in the **billing event** entry screen.

Steps:

1. Enter the **start date, end date** and **hours**
2. Choose **Billable** or **Non-billable**
3. For billable time add the **activity code, task code** and **description**, then **Review & Submit**

Note: Use **+ Add Line** to enter several entries at once.

You are the resource by default. You can change the practice area, dates and hours.



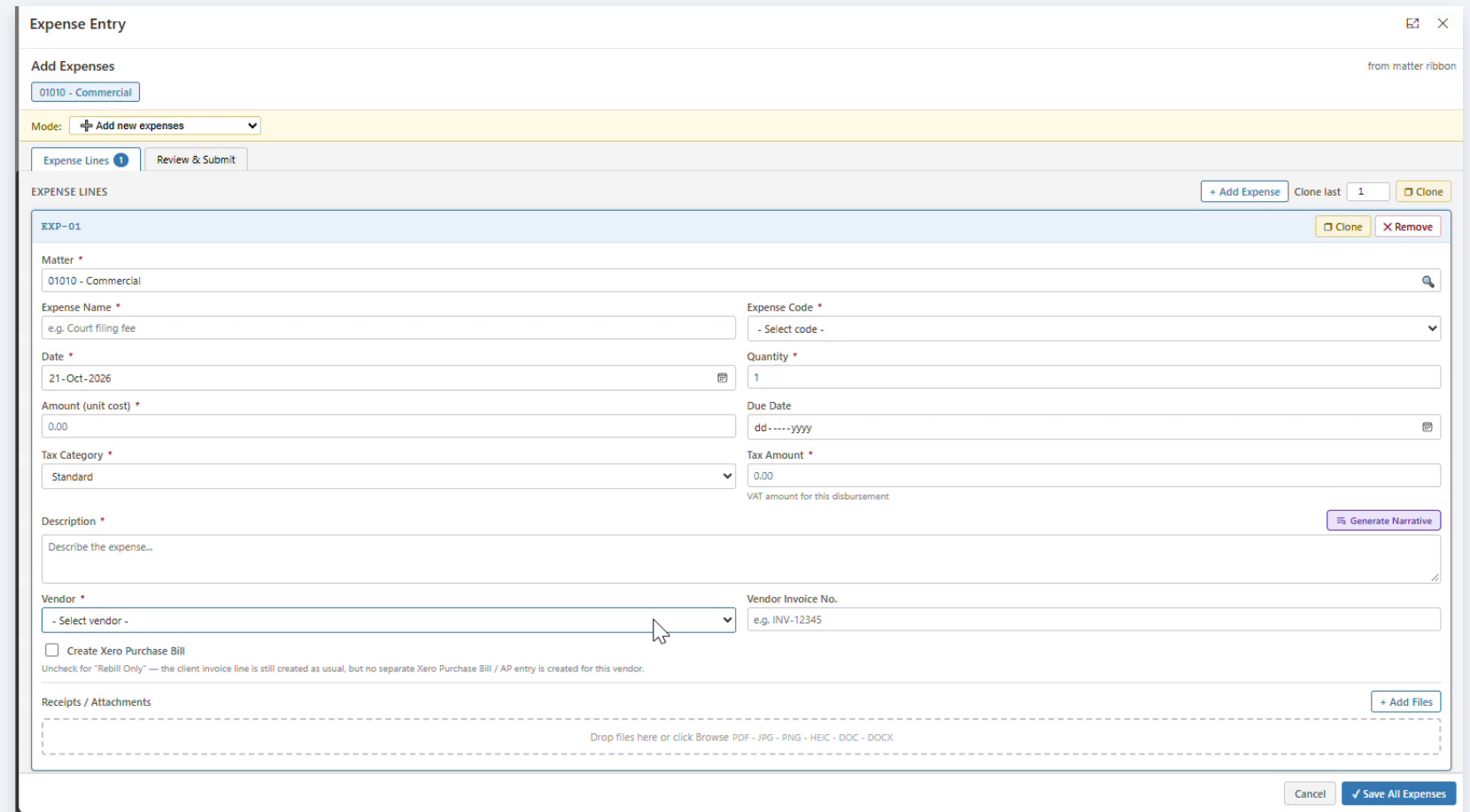
Add Expenses

Record costs paid for the matter.

Steps:

1. Click **Expense** on the top command bar
2. Enter the details and the **vendor**
3. Attach the **receipt**, then click **Review & Submit**

Expenses are entered the same way as billing events.



The screenshot shows the 'Expense Entry' form in the d365.Global application. The form is titled 'Expense Entry' and has a close button (X) in the top right corner. Below the title bar, there is a section 'Add Expenses' with a dropdown menu showing '01010 - Commercial'. Below this, there is a 'Mode' dropdown set to 'Add new expenses'. The form is divided into two tabs: 'Expense Lines' (active) and 'Review & Submit'. The 'EXPENSE LINES' section contains a table with one entry, 'EXP-01'. To the right of the table are buttons for '+ Add Expense', 'Clone last', '1', and 'Clone'. Below the table, there are input fields for 'Matter *' (01010 - Commercial), 'Expense Name *' (e.g. Court filing fee), 'Date *' (21-Oct-2026), 'Amount (unit cost) *' (0.00), 'Tax Category *' (Standard), 'Description *' (Describe the expense...), 'Vendor *' (- Select vendor -), 'Expense Code *' (- Select code -), 'Quantity *' (1), 'Due Date' (dd-....yyyy), 'Tax Amount *' (0.00), and 'Vendor Invoice No.' (e.g. INV-12345). There is a checkbox for 'Create Xero Purchase Bill' and a note: 'Uncheck for "Rebill Only" — the client invoice line is still created as usual, but no separate Xero Purchase Bill / AP entry is created for this vendor.' At the bottom, there is a section for 'Receipts / Attachments' with a dashed box for file uploads and a button '+ Add Files'. The bottom right corner has 'Cancel' and 'Save All Expenses' buttons.

Billing Types

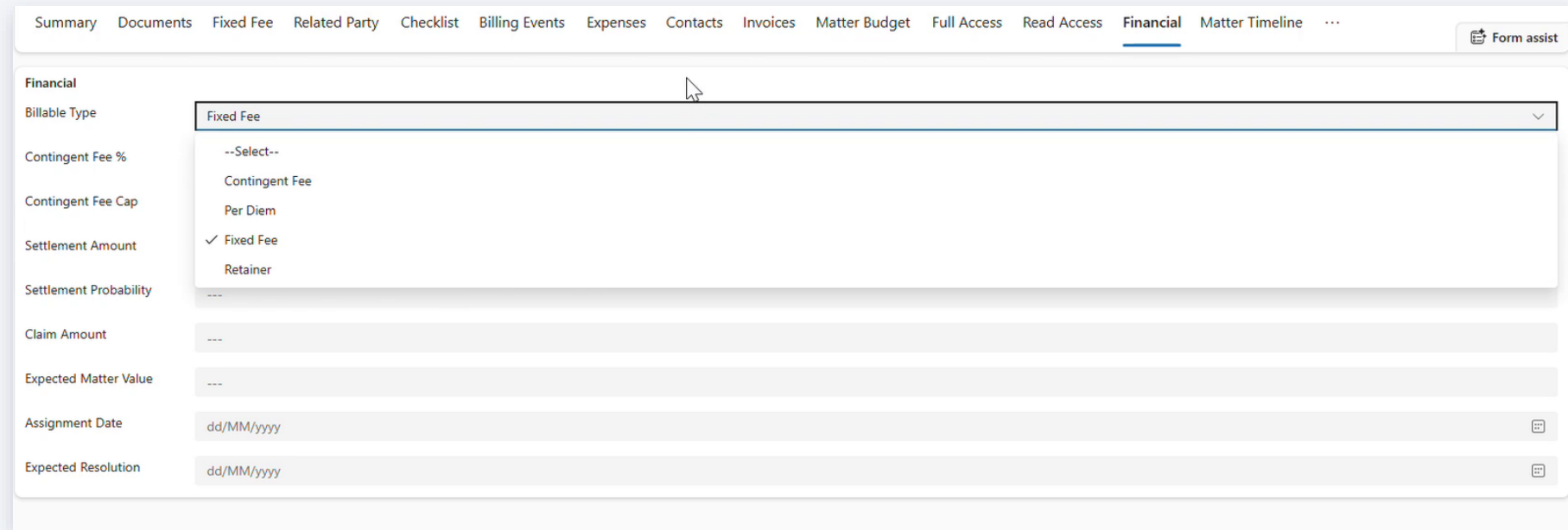
Choose how the matter is billed.

Steps:

1. Open the matter's **Financial** tab
2. Open the **Billable Type** list
3. Choose **Contingent Fee**, **Per Diem**, **Fixed Fee** or **Retainer**

Note: A **Fixed Fee** matter also uses the **Fixed Fee** tab to hold its fee schedule.

The billable type controls which billing options the matter uses.



The screenshot shows the 'Financial' tab in the d365 Global interface. The 'Billable Type' dropdown menu is open, displaying the following options: '--Select--', 'Contingent Fee', 'Per Diem', '✓ Fixed Fee' (selected), and 'Retainer'. Other fields visible include 'Contingent Fee %', 'Contingent Fee Cap', 'Settlement Amount', 'Settlement Probability', 'Claim Amount', 'Expected Matter Value', 'Assignment Date', and 'Expected Resolution'.

Approve Entries

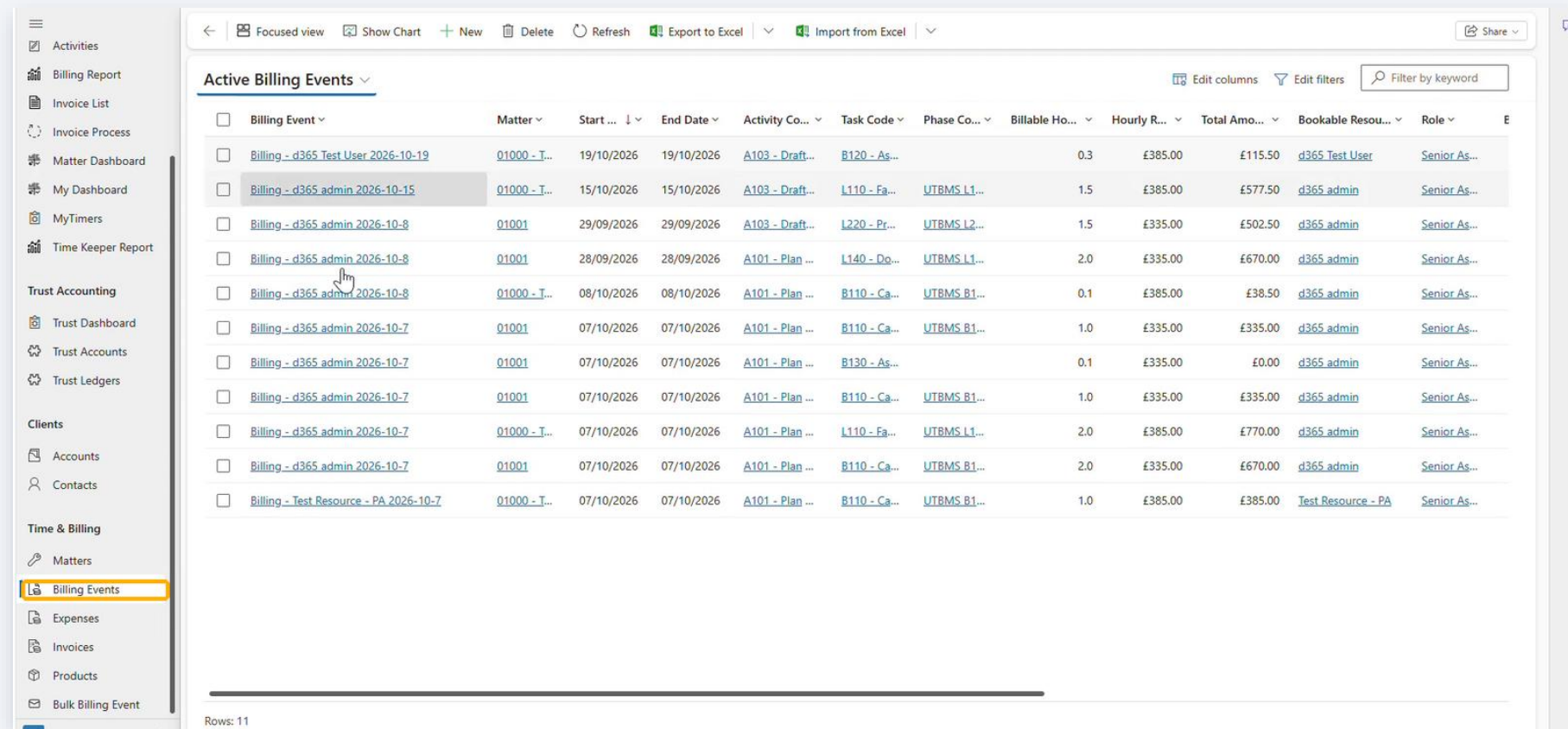
Approve entries so they can be invoiced.

Steps:

1. Select the records
2. Click **Edit** on the command bar
3. Set the status to **Approved** and **Save**

Note: Unapproved entries are left out of the invoice run.

Open **Billing Events** or **Expenses** in the left navigation to see entries for all matters, or use the tabs on one matter.



Billing Event	Matter	Start Date	End Date	Activity Code	Task Code	Phase Code	Billable Hours	Hourly Rate	Total Amount	Bookable Resource	Role
Billing - d365 Test User 2026-10-19	01000 - T...	19/10/2026	19/10/2026	A103 - Draft...	B120 - As...		0.3	£385.00	£115.50	d365 Test User	Senior As...
Billing - d365 admin 2026-10-15	01000 - T...	15/10/2026	15/10/2026	A103 - Draft...	L110 - Fa...	UTBMS L1...	1.5	£385.00	£577.50	d365 admin	Senior As...
Billing - d365 admin 2026-10-8	01001	29/09/2026	29/09/2026	A103 - Draft...	L220 - Pr...	UTBMS L2...	1.5	£335.00	£502.50	d365 admin	Senior As...
Billing - d365 admin 2026-10-8	01001	28/09/2026	28/09/2026	A101 - Plan ...	L140 - Dq...	UTBMS L1...	2.0	£335.00	£670.00	d365 admin	Senior As...
Billing - d365 admin 2026-10-8	01000 - T...	08/10/2026	08/10/2026	A101 - Plan ...	B110 - Ca...	UTBMS B1...	0.1	£385.00	£38.50	d365 admin	Senior As...
Billing - d365 admin 2026-10-7	01001	07/10/2026	07/10/2026	A101 - Plan ...	B110 - Ca...	UTBMS B1...	1.0	£335.00	£335.00	d365 admin	Senior As...
Billing - d365 admin 2026-10-7	01001	07/10/2026	07/10/2026	A101 - Plan ...	B130 - As...		0.1	£335.00	£0.00	d365 admin	Senior As...
Billing - d365 admin 2026-10-7	01001	07/10/2026	07/10/2026	A101 - Plan ...	B110 - Ca...	UTBMS B1...	1.0	£335.00	£335.00	d365 admin	Senior As...
Billing - d365 admin 2026-10-7	01000 - T...	07/10/2026	07/10/2026	A101 - Plan ...	L110 - Fa...	UTBMS L1...	2.0	£385.00	£770.00	d365 admin	Senior As...
Billing - d365 admin 2026-10-7	01001	07/10/2026	07/10/2026	A101 - Plan ...	B110 - Ca...	UTBMS B1...	2.0	£335.00	£670.00	d365 admin	Senior As...
Billing - Test Resource - PA 2026-10-7	01000 - T...	07/10/2026	07/10/2026	A101 - Plan ...	B110 - Ca...	UTBMS B1...	1.0	£385.00	£385.00	Test Resource - PA	Senior As...

Run Invoices

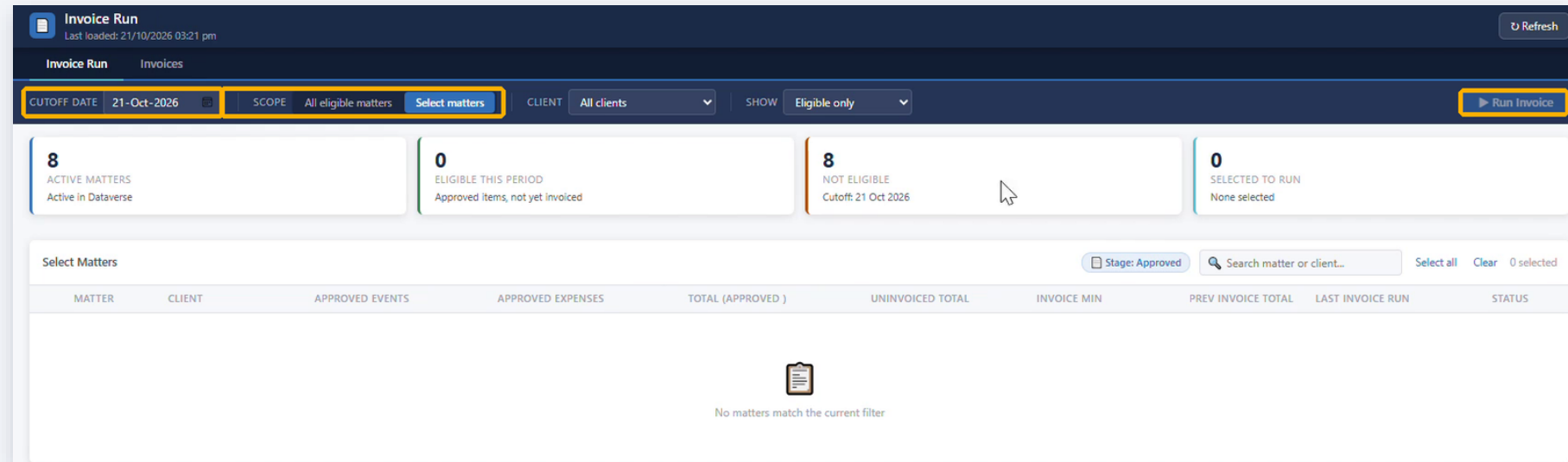
Generate invoices for many matters at once.

Steps:

1. Open **Invoice Process**
2. Set the **Cutoff Date** and choose **All eligible matters** or **Select matters**
3. Click **Run Invoice**

Note: Set the cutoff date to today to invoice everything approved so far.

Invoices run automatically at the end of each month. To run them now, use Invoice Process under My Work.



Invoice Run
Last loaded: 21/10/2026 03:21 pm

Invoice Run Invoices

CUTOFF DATE 21-Oct-2026 SCOPE All eligible matters **Select matters** CLIENT All clients SHOW Eligible only **Run Invoice**

8 ACTIVE MATTERS
Active in Database

0 ELIGIBLE THIS PERIOD
Approved items, not yet invoiced

8 NOT ELIGIBLE
Cutoff: 21 Oct 2026

0 SELECTED TO RUN
None selected

Select Matters Stage: Approved Search matter or client... Select all Clear 0 selected

MATTER	CLIENT	APPROVED EVENTS	APPROVED EXPENSES	TOTAL (APPROVED)	UNINVOICED TOTAL	INVOICE MIN	PREV INVOICE TOTAL	LAST INVOICE RUN	STATUS
No matters match the current filter									

Invoice List

Review and adjust the invoices just created.

Steps:

1. Click a field on a line to **edit** it
2. Click **Add Lines** to add an approved item that is missing
3. Click the **trash** icon to remove a line

Note: Lines can only be changed while the invoice status is **New**.

Click an invoice row to expand its lines.

Invoices
Last loaded: 21/10/2026 03:21 pm Refresh

PERIOD: All time CLIENT: All clients STATUS: New ATTORNEY: All attorneys

2 INVOICES Shown	£2,225.20 TOTAL VALUE All shown	2 ACTIVE Awaiting payment	4.6+h TOTAL HOURS 4 lines+	£2,125.20+ FEES TOTAL 4 lines+	£0.00+ EXPENSE AMOUNT 0 lines+	0 PENDING RESET Reset queued
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Invoices (2)

INVOICE #	MATTER	CLIENT	ATTORNEY	DATE	DUE DATE	TOTAL	HOURS	FEES \$	EXP \$	STATUS	DOCUMENTS	RESET
☐ INV-01007-F0Q1V1 01000 - Test	01000 - Test	Warwick Holdings Group Limited	d365 admin	15 Oct 2026	29 Oct 2026	£2,125.20	4.6	£2,125.20	0	New	Generate	Reset

Invoice Lines INV-01007-F0Q1V1 — 4 lines + Add Lines

#	TYPE	DATE	QTY	ACTUAL	RATE (£)	DISCOUNT	TIMEKEEPER	ROLE	ACTIVITY	TASK	EXPENSE	DESCRIPTION	TOTAL
1	Fee	06-Oct-2026	1	1	385		Test Resourc...	Senior Assoc...	A101 - Plan ...	B110 - Case ...	—	test	£462.00
2	Fee	06-Oct-2026	2	2	385		d365 admin	Senior Assoc...	A101 - Plan ...	L110 - Fact I...	—	Test as SA	£924.00
3	Fee	07-Oct-2026	0.1	0.10	385		d365 admin	Senior Assoc...	A101 - Plan ...	B110 - Case ...	—	test	£46.20
4	Fee	14-Oct-2026	1.5	1.50	385		d365 admin	Senior Assoc...	A103 - Draft...	L110 - Fact I...	—	Draft documents for Paul and discuss with Peter the bylaws ramifications.	£693.00

☐ INV-01006-J4Z5R6 01007 - TA TEST A	01007 - TA TEST A	MCT2 NoCompany	d365 admin	14 Oct 2026	...	£100.00	--	--	--	New	Generate	Reset
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Remove a Line

Choose what happens to the source record.

Steps:

1. Click the **trash** icon on the line
2. Choose **Reset to Pending**, **Reset to Pending & Change Matter** or **Mark as Non-Billable**

Removing a line does not delete the billing event or expense. Its status changes instead.

Remove Invoice Line

How should the source record be handled after this line is removed?

Line 17578dcb-77c8-f111-a05a-e4fade0d7321

✓ **Reset to Pending**
Deletes the invoice line — source record stays Billable and returns to Pending on this matter

⇄ **Reset to Pending & Change Matter**
Deletes the invoice line — source record returns to Pending under a different matter

🚫 **Mark as Non-Billable**
Deletes the invoice line — source record set to Not Billable so it won't appear in future runs

Cancel

Documents

Create the invoice for the client.

Steps:

1. Click **Generate** on the invoice
2. Choose **Tax Invoice (Word or PDF), Ledes Statement, No Attachments or Receipts Only**
3. Click **Download** in the confirmation message

Note: A **LEDES** file is for e-billing systems, not for reading.

Generate documents from the invoice list, or from the invoice form.

Invoices
Last loaded: 21/10/2026 03:21 pm

PERIOD: All time | CLIENT: All clients | STATUS: New | ATTORNEY: All attorneys | Search invoice or matter...

2 INVOICES Shown | £2,225.20 TOTAL VALUE All shown | 2 ACTIVE Awaiting payment | 4.6+h TOTAL HOURS 4 lines+ | £2,125.20+ FEES TOTAL 4 lines+ | £0.00+ EXPENSE AMOUNT 0 lines+ | 0 PENDING RESET Reset queued

Invoices (2)

INVOICE #	MATTER	CLIENT	ATTORNEY	DATE	DUE DATE	TOTAL	HOURS	FEES \$	EXP \$	STATUS	DOCUMENTS	RESET
☐ INV-01007-F0Q1V1 01000 - Test	01000 - Test	Warwick Holdings Group Limited	d365 admin	15 Oct 2026	29 Oct 2026	£2,125.20	4.6	£2,125.20	0	New	Generate	Reset

Invoice Lines INV-01007-F0Q1V1 — 4 lines [Add Lines](#)

#	TYPE	DATE	QTY	ACTUAL	RATE (£)	DISCOUNT	TIMEKEEPER	ROLE	ACTIVITY	TASK	EXPENSE	DESCRIPTION	TOTAL
1	Fee	06-Oct-2026	1	1	385		Test Resourc...	Senior Assoc...	A101 - Plan ...	B110 - Case ...	—	test	£462.00
2	Fee	06-Oct-2026	2	2	385		d365 admin	Senior Assoc...	A101 - Plan ...	L110 - Fact I...	—	Test as SA	£924.00

Generate document options:

- ☐ Tax Invoice (Word)
- ☐ Tax Invoice (PDF)
- ☒ Ledes Statement
- ☐ Tax Invoice No Attachments (PDF)
- ☐ Receipts Only (PDF)

Invoice Status

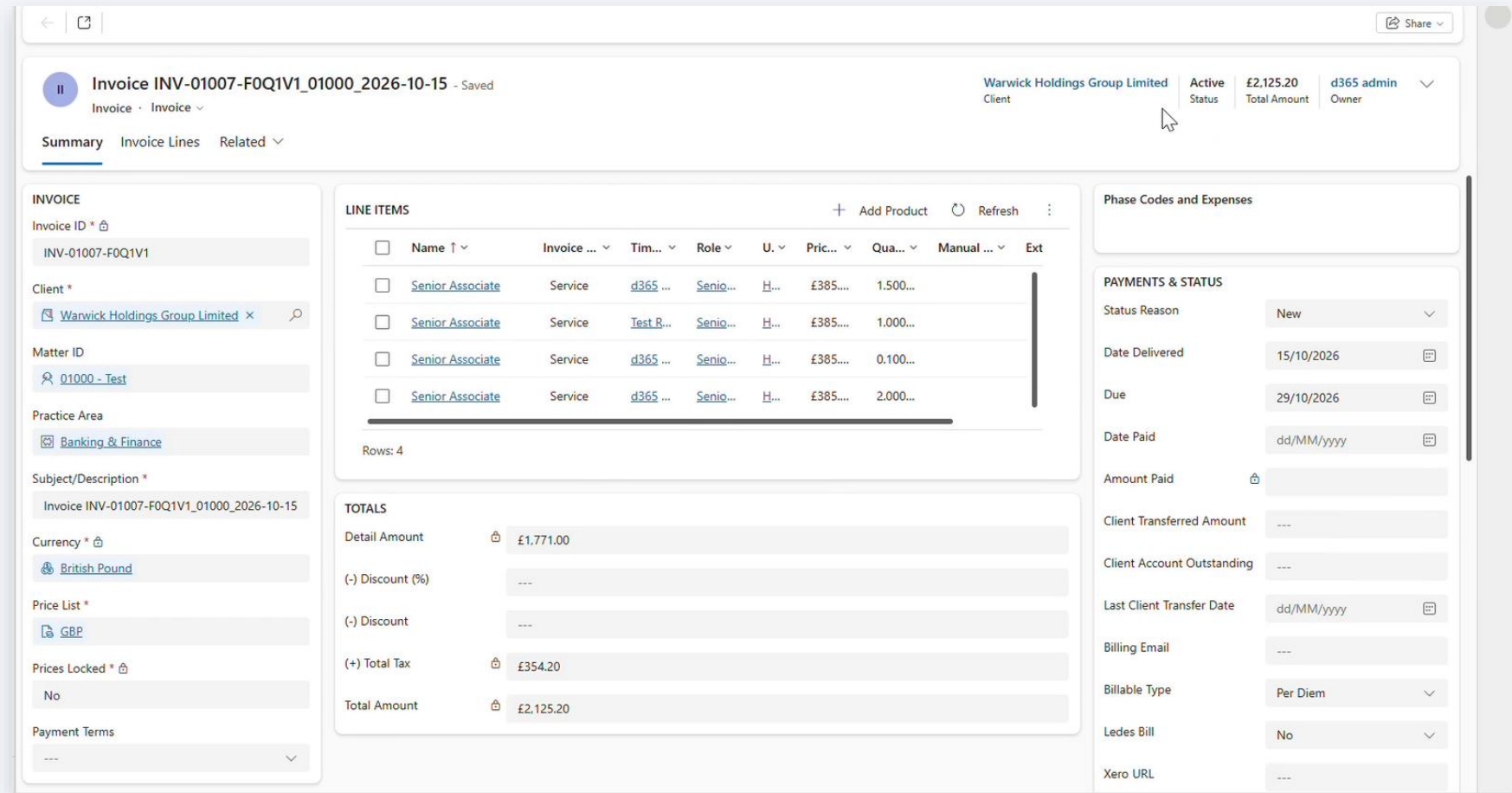
Move the invoice through its life cycle.

Steps:

1. Open the invoice with the **arrow icon**
2. Set the status to **Billed, Complete** or **Cancelled**
3. Set it back to **New** if you need to adjust it

Note: **Billed** invoices are read-only. **Complete** means paid.

Open the invoice with the arrow icon next to its name, then use the Status field or the command bar.



Invoice INV-01007-F0Q1V1_01000_2026-10-15 - Saved

Warwick Holdings Group Limited Client Active Status £2,125.20 Total Amount d365 admin Owner

Summary Invoice Lines Related

INVOICE

Invoice ID * INV-01007-F0Q1V1

Client * Warwick Holdings Group Limited

Matter ID 01000 - Test

Practice Area Banking & Finance

Subject/Description * Invoice INV-01007-F0Q1V1_01000_2026-10-15

Currency * British Pound

Price List * GBP

Prices Locked * No

Payment Terms

LINE ITEMS

Name	Invoice	Tim...	Role	U...	Pric...	Qua...	Manual	Ext
Senior Associate	Service	d365 ...	Senio...	H...	£385...	1.500...		
Senior Associate	Service	Test B...	Senio...	H...	£385...	1.000...		
Senior Associate	Service	d365 ...	Senio...	H...	£385...	0.100...		
Senior Associate	Service	d365 ...	Senio...	H...	£385...	2.000...		

Rows: 4

TOTALS

Detail Amount	£1,771.00
(-) Discount (%)	---
(-) Discount	---
(+) Total Tax	£354.20
Total Amount	£2,125.20

Phase Codes and Expenses

PAYMENTS & STATUS

Status Reason New

Date Delivered 15/10/2026

Due 29/10/2026

Date Paid dd/MM/yyyy

Amount Paid

Client Transferred Amount ---

Client Account Outstanding ---

Last Client Transfer Date dd/MM/yyyy

Billing Email ---

Billable Type Per Diem

Ledes Bill No

Xero URL ---

Tips for Invoicing

Three things worth remembering.

Approve first

Approve billing events and expenses before the run, or they will be missed.

Reset, don't delete

Use **Reset to Pending** on a line to send the entry back instead of losing it.

Watch the status

Only **New** invoices can be edited.
Billed invoices are locked.

Need help? Contact **d365.Global** if an invoice is missing entries or a run fails.