How to Use Analytic Accounting in Lexzur

Objectives:

- Enable the Analytic Account
- Apply Analytic Accounting in Billing Transactions
 - Invoices
 - Expenses
 - Bills
- Analytic Account Reports

Steps:

Lexzur's billing module now supports analytical accounting, specifically introducing the cost center feature. This update enables the management of multiple cost centers within the billing forms, empowering users to allocate a percentage to each specific cost center. Additionally, reports have been modified to illustrate the distribution of expenses across various cost centers.

To utilize the cost center feature in the billing module, first, enable it and configure analytic account settings, create categories, and establish templates. Learn more here.

Once these steps are completed, seamlessly apply them in billing transactions.

For invoices:

When creating a new invoice, an analytic account icon will appear at each item line.

Dashboards Client	ts • Invoices • Expenses • Ti	me Entries Suppliers • Partne	rs ▼ Reports Advanced	•			A	pp4Legal-USD - USD
	Client		atters		Items		Additio	2) nal Info
Add Service	e 🕑 Import Time Logs 🥑	☑ Import Expenses ◎	Import Bill Items 0					۵
				≡ Services				
Date	Service Name	Description		Quantity	Unit Price	Tax	Amount	
2024-01-17	Consultancy			1	500	0%	500 USD	0 8 0 6
				Ime Logs				_
ate	User	Description		Effort	Rate	Тах	Amount	
24-01-09	Maria Dave	Drafting		1.5	200	0%	300 USD	0 🖉 🗇
Total Discount (At Invoice Level Before Tax)						0.0%	Percentage V
Adjustment							0.0%	Percentage ~
							< Bac	k Next >

You can apply it based on the default analytic template for invoices or distribute the percentage manually. Ensure the total percentage for each category does not exceed 100%.

Revenue		Percentage	Amount	(+)
Sales Revenue	× ~	50%	250.00 USD	
Service Income	X ~	50%	250.00 USD	
Expenses		Percentage	Amount	ŧ
select an option	~	100%		
Department		Percentage	Amount	+
select an option	~	100%		

Bulk addition of analytic accounts is also possible. Use "Apply" to set the data for all invoice lines or "Apply for Empty" for lines with no analytic account set.

Add Analytic Account		×
Add analytic accounts in bulk. Choose "Apply" to set the below of to only set the below data for lines with no analytic account set. Analytic Account Template	data for all invoice lines. Choose "Apply for Empty" $ imes$	
Revenue Template X V		
Revenue	Percentage +	
Sales Revenue X 🗸	50%	
Service Income X V	50%	
Expenses	Percentage +	
select an option	100%	
	X Cancel Apply Apply for empty	y

For Expenses:

when adding a new expense, a new page for analytic account details will be introduced.

Add New Expense	App4Legal	USD 🗸	X Cancel	D Save & Create New	🛱 Save
i≡ Expense Info	> Expense Info				
Æ Expense Allocations	> Expense Allocations				
Analytic Accounts	\checkmark Analytic Accounts				
	Analytic Account Template				
	Expenses Template 🔫	_		~	X Clear
	Revenue		Percentage	Amount	Ð
	select an option	~	100%		
	Expenses		Percentage	Amount	•
	Employee Salaries	× ~	50%	0.00	a
	Marketing Costs	× ~	25%	0.00	
	Utilities Expense	× ~	25%	0.00	a
	Department		Percentage	Amount	(+)

If a default template is set, the category will be preselected, and items distributed based on the template.

Alternatively, select the desired template, manage item distribution, and ensure the total percentage for each category does not exceed 100%.

For Bills:

When creating a new bill, an analytic account icon will appear at each bill details line.

Dashboards Clients - Invoices - Exp	enses 👻 Time	Entries Suppliers • Partners •	Reports Advanced •						App4Legal	I-USD - USD	~
BIL-00108 - Draft ?											Save
Supplier *				Supplier Bill#							
Brandly - USD			0,				Bill Summary				
Date *		Due date *	Notify me before	Tax Number			Supplier Bill#				
01/17/2024		01/17/2024					Supplier Name				ndly - USD
Client's Account							Date				2024-01-17
Start typing			Q				Due date Bill Reference			2	00108
							Subtotal (USD)				1,000.00
Matters							Total tax (USD)				0.00
		% Link New I	Matters				Total			1,000.0	0 USD
Bill Details											-
Account *	Description		Quantity	Price (USD)	CI	lient Details	3	Tax (%)	,	Amount (USD)	
Accounts											
Advertising & Marketing X V			1	1,000	USD	Start typin	g Q	Select a Tax	~	1,000.00	ter ter
				Add New Line							

You can apply it based on the default analytic template for bills or distribute the percentage manually. Ensure the total percentage for each category does not exceed 100%.

Add Analytic Account			×
Revenue	Percentage	Amount	+
select an option	100%		Đ
Expenses	Percentage	Amount	+
select an option	100%		
Department	Percentage	Amount	+
Marketing X V	75%	750.00	
HR X V	25%	250.00	
		Cance	ок ок

Bulk addition of analytic accounts is also possible. Use "Apply" to set the data for all invoice lines or "Apply for Empty" for lines with no analytic account set.

Add Analytic Account	×
Add analytic accounts in bulk. Choose "Apply" to set the below da only set the below data for lines with no analytic account set.	ta for all invoice lines. Choose "Apply for Empty" to $\qquad imes$
Analytic Account Template	
select an option \checkmark	
Revenue	Percentage +
select an option	100%
Expenses	Percentage +
select an option	100%
Department	Percentage +
Marketing X V	75%
HR X V	25%
	Cancel 🗸 Apply 🗸 Apply for empty

All distributions of cost centers will be monitored and recorded in the Analytic Account Report, accessible from the Billing -> Reports page.

Dashboard	s Clients - Invoices - Expenses - Time Entries Suppliers - Partner	rs - Reports	Idvanced -		App4Legal-USD - USD
Expenses	Statement of Expenses Expenses per Client	Accounts	Chart of Accounts	Accounts R	ecelvable • Accounts Receivable Accounts Receivable Aging Summary Accounts Receivable Aging Details
Accounts P	ayable —	Statement	-	Matters	
	Accounts Payable Accounts Payable Aging Summary Accounts Payable Aging Details		Account Statement Client Statement Trial Balance Balance Sheet Detailed Balance Sheet Income Statement All Account Statement	•	Judgment Value vs. Matter Value per Client Work in progress Time Entries per Month Profitability Assessment Involced Time Entries
			General Ledger Detailed General Ledger VAT Audit Analytic Account		

Within the report, you can filter data based on date, transaction type, and analytic account type. Additionally, you can export the report to Excel for further analysis and manipulation.

Dashboards Clients - Invoices - Exp		App4Legal-USD - USD 🗸							
Analytic Accounts									
Quick Filters: Date Analytic Acc	Search	Q Choose columns V							
Date 1↓	Analytic Account ↑↓	Nb. ↑↓	Account ↑↓	Percentage ↑↓		Amount (USD) ↑↓			
2024-01-17	24-01-17 Employee Salaries		Office Supplies	50		-500.00			
2024-01-17 Marketing Costs		EXP-00000333	Office Supplies	25		-250.00			
2024-01-17	024-01-17 Utilities Expense		Office Supplies	25		-250.00			
2024-01-17 Sales Revenue		INV0000141	Sales	50		200.00			
2024-01-17	Service Income	INV0000141	Sales	50		200.00			
2024-01-17	Sales Revenue	INV0000141	Sales	50		150.00			
2024-01-17	Service Income	INV0000141	Sales	50		150.00			
2024-01-17	Sales Revenue	INV0000141	Sales	50		150.00			
2024-01-17	Service Income	INV0000141	Sales	50		150.00			
					Total:	0.00 USD			

A The report displays only finalized transactions, excluding draft invoices and unapproved expenses.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!