

# How to Revert Time logs and Expenses

## Objectives

- Revert Time logs/Expenses

## Steps

In Lexzur, you have the option to revert time logs and expenses on canceled invoices by creating credit notes.

When creating credit notes to cancel invoiced time logs or expenses, the system will allow you to revert them.

 [Learn more about creating credit notes here.](#)

To do so, you can go back to the main invoice, and from the Action wheel, choose **"Revert Time Logs/ Expenses Status"**

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

OH law firm - USD

Invoice Details

Collection

Attachments

Email

INV-0000097

Labbbini LLC - USD

Labbbini LLC

Date

2023-12-28

Due On

2023-12-28

Reference Number

(No Data)

Terms

In Advance

P.O.#

(No Data)

Description

(No Data)

Matters Linked

Credit Notes List

Summary

Sub Total

USD 300.00

Total Discount

(At Invoice Level After Tax)

USD 0.00

Adjustment

USD 0.00

Total Tax

USD 0.00

Invoice Template

invoice template

Invoice Status

Paid

Approval Status

Approved

OH Lawfirm

123572

route 32

Sidon , Lebanon

0096112344323

www.ohlawfirm.com

Company Name

INVOICE

Matter ID: 00000001

Bill To:

Labbbini LLC

Status: Paid

Date: 2023-12-28

Due On: 2023-12-28

Terms: In Advance

Create Credit Note


Create Debit Note

Clone

Revert TimeLogs/Expenses Status

And confirm your selection

Confirmation

 Are you sure you want to revert Timelogs/Expenses Status to "to-invoice"?

No

Yes

You can now notice the status of the expense is reverted to "to-invoice" and can be invoiced later on.

M

M00000137 Legal Opinion for BLP

Matter - Corporate Matter

General Info

Tasks

Reminders

Emails New

Bills

Attachments

Expenses

Time Entries

Invoices

Matters

Contracts & Documents

Settings

Internal documents

Trust0.00 USD

Paid300.00 USD

Due0.00 USD

Billable0.00 USD

Related Expenses

Actions

Paid On	Expense ID	Reference #	Expense Category	Expense Amount	Currency	Paid Through	Billing Status	Related Invoice
2024-01-31	00000063		BBA Fee	300.00	USD	petty cash	to-invoice	

For more information on LEXZUR, reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!