

How to Apply Partner Commissions on Invoices

Objectives:

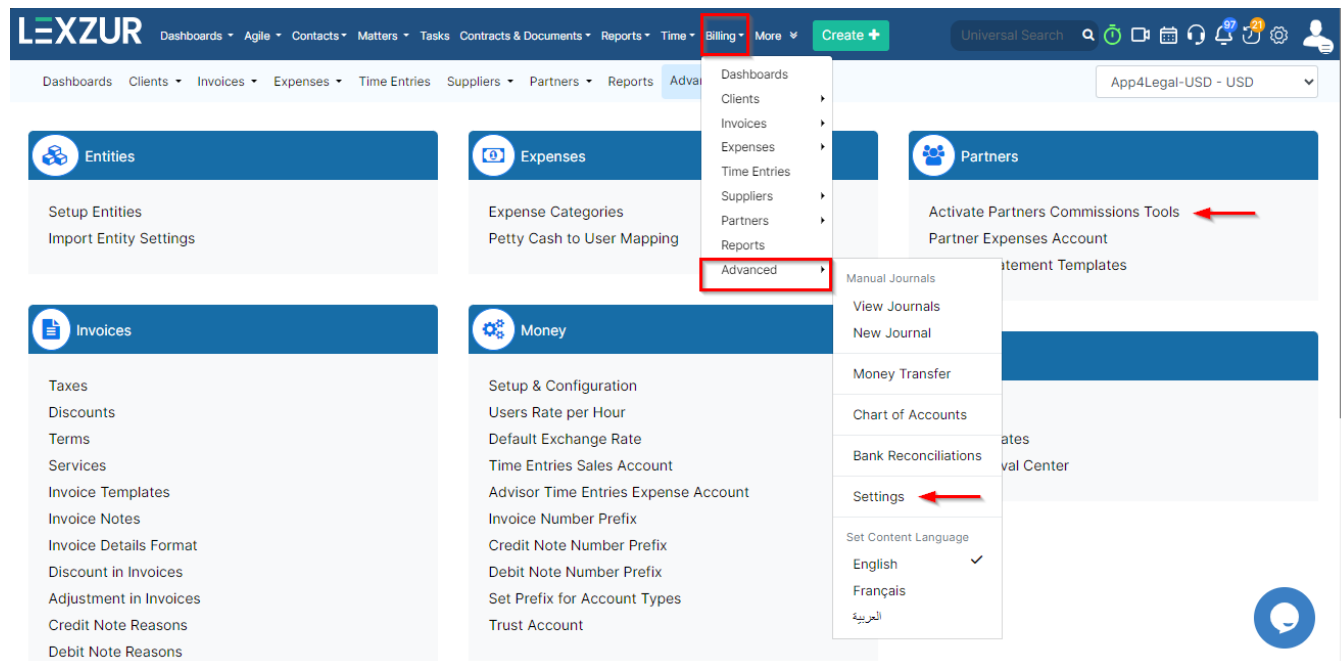
- Activate the Partners' commission tool
- Add partners' shares on invoices
- Add Default partner shares

Steps:

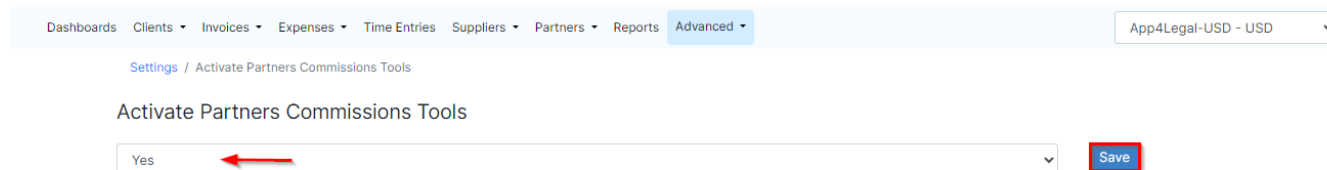
In lexxur, you have the option to add the partners' commission on invoices.

First, you have to activate this tool.

- Go to **Billing Advanced Settings Activate Partners Commissions Tools** under the Partners Settings.



- Activate the partner's commissions tools by changing the status to **Yes**.



- Invoices**

dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced confident case UK - EUR

Client Matters Items Additional Info

Add Service Import Time Logs Import Expenses Import Bill Items

Date	Service Name	Description	Quantity	Unit Price	Discount	Tax	Amount
2024-02-11	Consultancy		1	500	0%	0%	500 EUR

Time Logs

Date	User	Description	Effort	Rate	Discount	Tax	Amount
2023-10-17	Carolina Robinson	2023-10-17 ~ 1.50	1.5	100	0%	0%	150 EUR
2023-10-23	Carolina Robinson	2023-10-23 14:23 ~ 2023-10-23 14:24	0.5	100	0%	0%	50 EUR

Sub Total EUR 700.00

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- Add Partners Shares


Partners Shares

+ Add New Line

Partner	Percentage	Amount	
<div> <div>LLP Services</div> <div></div> </div>	<div> <div>22.0%</div> <div></div> </div>	110.00 EUR	<div></div>
<div> <div>abc</div> <div></div> </div>	<div> <div>12.0%</div> <div></div> </div>	60.00 EUR	<div></div>

X Cancel

✓ OK

 You can add more partners from the "Add New Line" button

- Once the partner's shares are added to the line items, the icon's color will change to green.

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Client

Matters

Items

Additional Info

Add Service
Import Time Logs
Import Expenses
Import Bill Items

Services

Date	Service Name	Description	Quantity	Unit Price	Discount	Tax	Amount
2024-02-11	Consultancy		1	500	0%	0%	500 EUR

Time Logs

Date	User	Description	Effort	Rate	Discount	Tax	Amount
2023-10-17	Carolina Robinson	2023-10-17 - 1.50	1.5	100	0%	0%	150 EUR
2023-10-23	Carolina Robinson	2023-10-23 14:23 - 2023-10-23 14:24	0.5	100	0%	0%	50 EUR

Sub Total

EUR 700.00

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You have the flexibility to define a default partner share either at the level of the clients themselves or on a per-matter basis.

To do so, navigate to the client's page, (From the main menu: **Contacts Clients Click on the Client ID**) access the **Partners Shares** tab, and add the shares based on each partner.

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PER00000127 Maria Smith

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Matters

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Invoices

Trust Fund Deposits

Partner Shares

Add Partner Shares

Partner	Percentage
Common Law - AED	10

Save

Additionally, within the matter **settings** page, you'll find a dedicated **Partners Percentage** tab where you can specify shares at the matter level.

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- Bills
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- Invoices
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- Contracts & Documents
- Settings**
- Financial

Trust 14,400.00 USD


Paid 0.00 USD

Due 1,400.00 USD


Billable 0.00 USD

User Rate Per Hour Matter Rate Capping **Partners Percentage** Billing Preferences

[+ Add partner share](#)

Partner	Percentage	
Common Law - AED	25	

[Save](#)



In this scenario, once a matter is invoiced, the partner share will be automatically applied to all items imported from that matter. Of course, you also have the option to modify and add different shares for various invoice items as needed.

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

Thank you!