

How to Generate Billing Reports

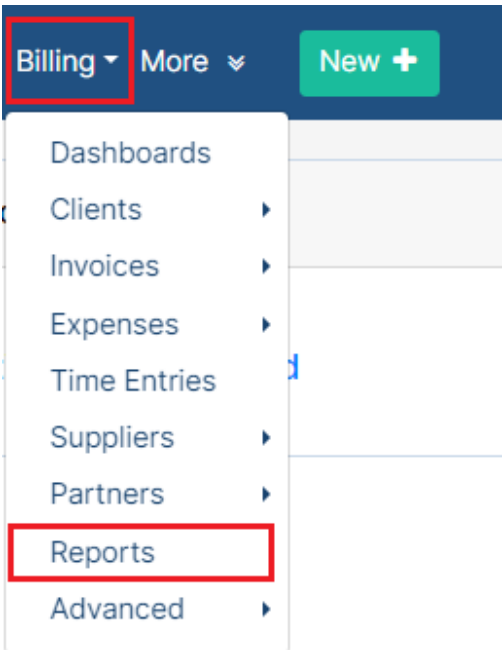
Objectives

- Generate Financial Reports

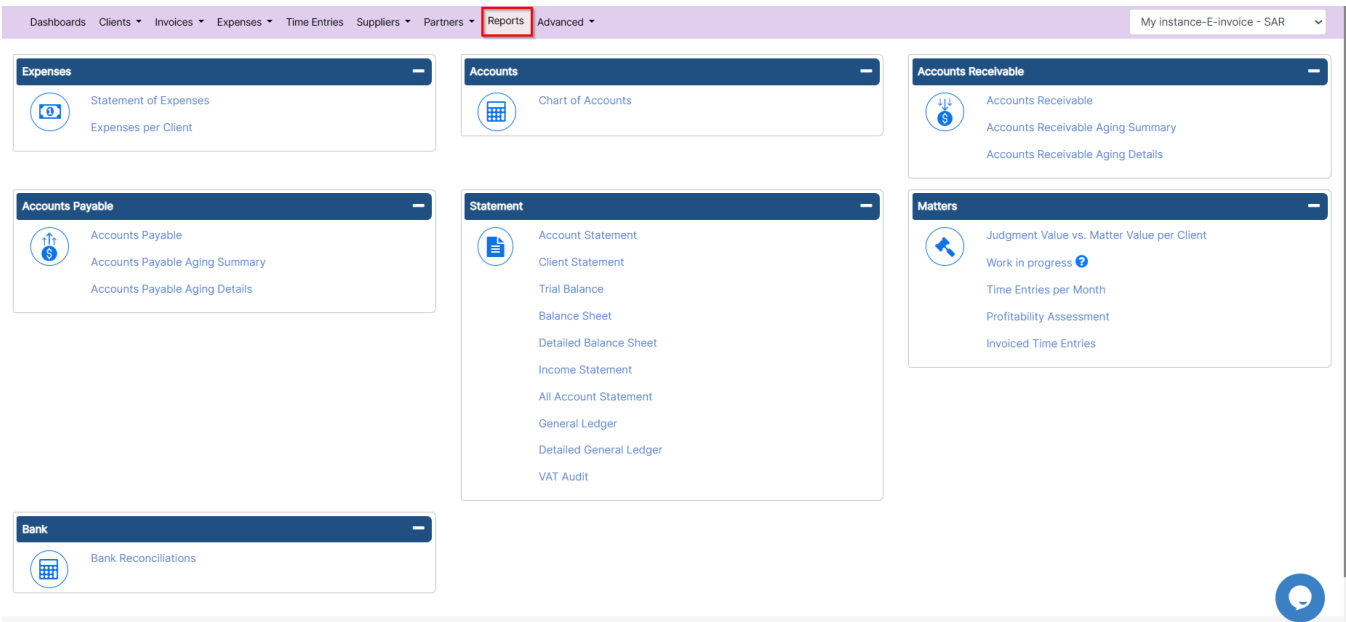
Steps

The Billing module includes a number of predefined reports that will make tracking your finances easier.

Simply click on **Billing Reports** from the main menu.



You will be directed to the Reports page, where you can find Accounts reports, Expenses, Matters related reports, and more.



Using the Filters in every Report, the user can specify the needed data and filter the generated data as desired.

Expenses:

Expenses Reports include the Statement of Expenses and Expenses per Client Report, which shows the accumulated amount of the total expenses for each client.

DashboardsClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvanced

App4Legal-USD - USD

Expenses per Client Report

Expense Date

between

2023-01-01

and

2023-05-08

Search

Currency: USD

Client	Matter ID	Practice Area	Matter Name	Internal Ref Number	Value	Opponents	Filed on	Closed On	Workflow Status	Status Comment
Jennifer Spencer	00000156	Commercial	Commercial Consulta		0.00		2023-02-03		1-Review	
	00000156	Commercial	Commercial Consulta		0.00		2023-02-03		1-Review	
	00000156	Commercial	Commercial Consulta		0.00		2023-02-03		1-Review	
	00000156	Commercial	Commercial Consulta		0.00		2023-02-03		1-Review	
	00000161	Administrative	Administrative consu		0.00		2023-02-10		Open	
	00000161	Administrative	Administrative consu		0.00		2023-02-10		Open	
	00000161	Administrative	Administrative consu		0.00		2023-02-10		Open	
	00000161	Administrative	Administrative consu		0.00		2023-02-10		Open	
	00000161	Administrative	Administrative consu		0.00		2023-02-10		Open	
	00000161	Administrative	Administrative consu		0.00		2023-02-10		Open	
BLP Industry					0.00					
	00000113	Legal opinion	Legal opinion for se		0.00		2022-09-28		Closed	
	00000128	Criminal	BLP industry x Berna		0.00	Bernadette Batz	2022-11-17		Closed	
	00000169	Legal opinion	Legal Advise for BTL		0.00		2023-02-17		Open	
	00000169	Legal opinion	Legal Advise for BTL		0.00		2023-02-17		Open	
	00000169	Legal opinion	Legal Advise for BTL		0.00		2023-02-17		Open	

Accounts:

The chart of Accounts report centralizes all the accounts in the system where Accounts are put in the form of a grid along with the balance available.

DashboardsClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvanced

App4Legal-USD - USD

Accounts

All

Save as

ExportTools

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SearchAdvancedColumns

Account Name (English)	Account Number	Account Type	Currency	Balance	System Account
Advertising & Marketing	EX2	Expense / Expense	USD	-1,000.00	Yes
Advisor Expenses	OEx2	Expense / Other Expense	USD	400.00	No
Alice Card Account	CC1	Liability / Credit Card	USD	0.00	No
Alice Petty Cash	CASH1334565695	Asset / Cash	USD	17,369.40	No
bank account 12342	BNK1234590	Asset / Bank	USD	57,028.55	No
BBC Bank Account	BNK125	Asset / Bank	USD	195,100.00	No
Car & Taxi	EX8	Expense / Expense	USD	5,414.00	Yes
Cash account	CASH1334565694	Asset / Cash	USD	-33,056.80	No
Cash LBP	CASH1334565693	Asset / Cash	LBP	272,727.27	No
Discount	IN13	Income / Income	USD	8,104.05	Yes
Exchange gain or loss	EX12	Expense / Expense	USD	0.00	Yes
Firm expenses	EX13	Expense / Expense	USD	3,007.00	No
Fixed	FA2	Asset / Fixed Asset	USD	0.00	No
Furniture & Equipment	FA1	Asset / Fixed Asset	USD	-18,500.00	Yes
Internet & Telephone	EX4	Expense / Expense	USD	400.00	Yes
IT Expenses	EX5	Expense / Expense	USD	23,550.00	Yes

Learn more about how to manage your accounts in LEXZUR [here](#).

Accounts Receivable:

The account receivable report shows a list of transactions such as the invoices paid, partially paid, or overdue, filtered by date, with the corresponding details such as the client name, the total, and the balance amount of these transactions. Also, you can use the report aging by the invoice date or due date.

DashboardsClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvancedApp4Legal-USD - USD

Receivables

From Date2023-04-01To Date2023-05-08With Paid?Run

PrintExport to ExcelExport to PDF

Accounts Receivable

From 2023-04-01 To 2023-05-08

Client Name	Date	Transaction#	Status	Total (AC)	Total (EC)	Balance (EC)
BLP industry	2023-04-05	INV 0000063	Overdue	6,000.00 USD	6,000.00 USD	6,000.00 USD
abc	2023-04-11	INV 0000067	Partially Paid	800.00 USD	800.00 USD	400.00 USD
BLP industry	2023-04-12	INV 0000068	Open	2,889.00 USD	2,889.00 USD	2,889.00 USD
Alvah Scott	2023-04-12	INV 0000069	Overdue	525.00 USD	525.00 USD	525.00 USD
Paul	2023-04-26	INV 0000072	Overdue	6,000.00 USD	6,000.00 USD	5,000.00 USD
BTL Insurance	2023-05-03	INV 0000073	Partially Paid	780.00 USD	780.00 USD	280.00 USD
Albert Cavin	2023-05-04	INV 0000074	Overdue	315.00 USD	315.00 USD	315.00 USD
Advanced Industries	2023-05-05	INV 0000075	Partially Paid	3,117.60 USD	3,117.60 USD	617.60 USD
Total					20,426.60 USD	16,026.60 USD

Accounts Payable:

The account payable report shows a list of Bills paid, partially paid, or overdue, filtered by date, with the corresponding details such as the supplier name, the total, and the balance amount of these transactions. Also, you can use the report aging by the bill date or due date.

DashboardsClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvancedApp4Legal-USD - USD

Payables

From Date2023-03-01To Date2023-05-08With Paid?Run

PrintExport to ExcelExport to PDF

Accounts Payable

From 2023-03-01 To 2023-05-08

Supplier Name	Date	Transaction#	Status	Total	Balance
Peter Legal	2023-04-05	BI 0000050	Overdue	400.00 USD	400.00 USD
Global Tech	2023-04-05	BI 0000051	Overdue	500.00 USD	500.00 USD
Brandy Translation	2023-04-05	BI 0000052	Overdue	617.60 USD	617.60 USD
Stationary World Co.	2023-04-05	BI 0000053	Partially Paid	100.00 USD	50.00 USD
Brandy Translation	2023-04-12	BI 0000056	Overdue	2,675.00 USD	2,675.00 USD
Global Tech	2023-04-12	BI 0000057	Paid	600.00 USD	0.00 USD
Global Tech	2023-04-12	BI 0000058	Overdue	3,000.00 USD	1,000.00 USD
Brandy Translation	2023-04-13	BI 0000060	Overdue	107.00 USD	107.00 USD
Total				7,999.60 USD	5,349.60 USD

Statement:

Under the Statement section, you can find a list of important reports such as:

- Account Statement** This report gives the Account Statement of any chosen account, filtered by date, account name, and currency.
- Trial balance:** The purpose of a trial balance is to ensure that all entries made are properly balanced. The total amount of the debits and credits in each accounting entry are supposed to match.
- Balance Sheet:** The balance sheet report is a financial statement that reports a company's assets, liabilities, and stockholders' equity for a specific period.
- Income Statement:** The income statement reports a business's revenues, expenses, and overall profit or loss for a specific period of time.
- General Ledger:** The General Ledger report shows you all the financial activity for your business. The General Ledger is made up of a chart of accounts with the debit, credit, and balance of these accounts.
- Detailed General Ledger:** This Report includes accounts for assets, liabilities, owners' equity, revenues, and expenses with their details.
- Vat Audit:** This report is available when E-invoicing is activated. This report shows data related to the transactions that happened with their details like the client name, type, tax amount, etc.

Matters:

Matter-related reports include the Judgment Value vs. Matter Value per Client report, which shows the accumulated amounts of Matter Values, Total Expenses, Total Judgment, and Total Recovered for each client. In addition to the Work in Progress report that shows all the uninvoiced time entries, expenses, or bill items, and time logs per month and the profitability assessment report as well.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Judgment Value vs. Matter Value per Client Report

Arrival Date

between

2023-01-01

and

2023-05-08

Search

Currency: USD

Client	Total Matters Values	Total Expenses	Total Judgment Values	Total Recovered Values
Eliane Travis	0.00	288,900.00	0.00	0.00
BTL Insurance	0.00	288,900.00	10,000.00	0.00
Jennifer Spencer	0.00	96,300.00	0.00	0.00
HSBC	0.00	385,200.00	0.00	0.00
Paul Jones	0.00	96,300.00	0.00	0.00
Lauren Travis	0.00	192,600.00	0.00	0.00
BLP Industry	0.00	577,800.00	2,000.00	0.00
Alvah Scott	0.00	192,600.00	0.00	0.00

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Learn more about Matter-Related billing reports [here](#).

Bank:

The Bank reconciliation report matches the balances in the entity's accounting record for a cash/bank account to the corresponding information on a bank statement.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Bank Reconciliations

Edit

Delete

Account Name

bank account 12342 - USD (BNK1234590)

To Date

01/13/2023

Balance

57,975.4

Start

Transactions

Refresh

Type	Date	Description	Deposit	Withdrawal
	2023-01-05	**Previous Transactions**	300	
<input checked="" type="checkbox"/> INV-PY INV0000020	2022-12-16		100	
<input checked="" type="checkbox"/> INV-PY INV0000020	2022-12-16		200	
<input checked="" type="checkbox"/> INV-PY INV0000027	2022-12-21		3,000	
<input checked="" type="checkbox"/> INV-PY INV0000027	2022-12-21		4,385.4	
<input checked="" type="checkbox"/> BIL-PY BIL-00000031	2022-12-21			500
<input checked="" type="checkbox"/> INV-PY INV0000029	2022-12-30		45,000	
<input checked="" type="checkbox"/> INV-PY INV0000030	2022-12-30		290	
<input checked="" type="checkbox"/> BIL-PY BIL-00000032	2022-12-30			250

Description

Document

Choose File No file chosen

Balance

57,975.40

Previous balance

300.00

Selected amount

55,787.40

Difference

1,888.00 USD

Save and continue later

Save

Learn more about Bank Reconciliation Report [here](#).

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

Thank you!