# How to Add Partner Shares For Matters

## Objectives

• Add partners percentage at the level of the matter

## Steps

To add partner shares at the level of the matter:

• Open the matter page, by simply clicking on the matter name or ID.

#### blocked URL

- Go to the Settings tab Partners Percentage
- Click on the "Add partner share", and enter the partner name and the percentage.

LEXZUR Dashboards - A	gile • Contacts• Matters • Tasks (	Contracts & Documents • Reports •	Time - Billing - More + Create +		Univers	al Search 🔍 Ō 🗖 🛗 🖸 🗳	ి భి 📀				
M00000285 Legal Advice for Matter - Corporate Matter	9 9										
💼 General Info	💮 Trust	14,400.00 USD 🔞 Paid	0.00 USD	Due Due	1,400.00 USD	Billable	0.00 USD				
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Expenses	Save										
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### You can add multiple partner shares if needed.

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

Dashboards Clients • Invoices • Expenses • Time Entries Suppliers • Partners • Reports Advanced • Ap										
Client		Add Partners Shares	Additional Info							
		Partners Shares			+ Add New Line		@ @			
		Partner	Percentage		Amount					
Date	Service Name	Common Law	25.0%		100.00 USD 🔶 💼	Amount				
2024-02-29	Office Expenses				X Cancel V OK	500 USD	0800			
~			() Time Logs							
Date	User	Description	Effort	Rate	Тах	Amount				
2024-02-07	Carolina Robinson	Attending	2	200	0%	400 USD	00			
Total Discount (At Invoice Level Before Tax)						0.0%	Percentage V			
Adjustment						0.0%	Percentage V			
Sub Total							USD 900.00			
					× Cancel	K Back Next	> 🖻 Save			

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

Thank you!