How to Split Time Entries

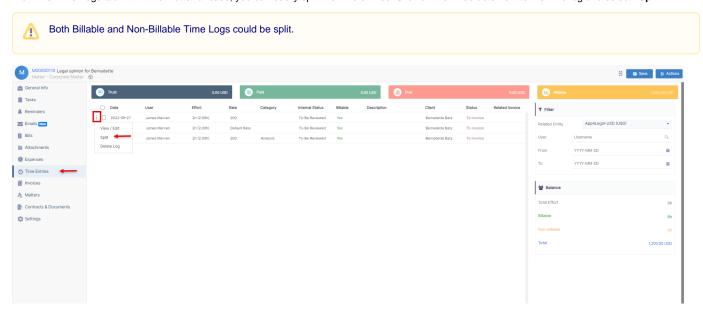
Objectives

• Split the time entries into billable and nonbillable time.

Steps

In LEXZUR, time entries can be split into billable and non-billable amounts to accurately track and differentiate between the hours that can be invoiced to clients and those that are not billable.

From the Time Logs tab within the matter or case, you can easily split the time entries. Click on the three dots next to the time log and select "Split".



By selecting the billable amount, the non-billable amount is automatically calculated, then click on "Split" to save and divide the time log.



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

Thank you!