

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".

 Both Billable and Non-Billable Time Logs could be split.

M00000110 Legal opinion for Bernadette

Matter - Corporate Matter

General Info

Tasks

Reminders

Emails

Bills

Attachments

Expenses

Time Entries

Invoices

Matters

Contracts & Documents

Settings

Trust 0.00 USD

Paid 0.00 USD

Due 0.00 USD

Billable 2,000.00 USD

Date	User	Effort	Rate	Category	Internal Status	Billable	Description	Client	Status	Related Invoice
2022-09-27	James Marven	2h (2.00h)	200		To-Be Reviewed	Yes		Bernadette Batz	To-Invoice	
	View / Edit	James Marven	2h (2.00h)	Default Rate	To-Be Reviewed	Yes		Bernadette Batz	To-Invoice	
	Split	James Marven	2h (2.00h)	200	Analysis	To-Be Reviewed	Yes	Bernadette Batz	To-Invoice	
	Delete Log									

Filter

Related Entity App4Legal-USD (USD)

User Username

From YYYY-MM-DD

To YYYY-MM-DD

Balance

Total Effort 6h

Billable 6h

Non-billable 0h

Total 1,200.00 USD

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

Split time

X

Original time1h 30m

Date2022-01-11

Billable Amount1h

Non-Billable Amount30m

Split

Cancel

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

Thank you!