

Lump Sum Feature

Objectives

- [Enable Fixed Fee for Matters](#)
- [Invoice Matters based on a fixed fee](#)

Steps

LEXZUR introduces an innovative Lump Sum feature that enhances billing flexibility for users. With this new update, matters can now be billed based on either an Hourly Rate or a Fixed Fee, providing clients with more predictable and transparent billing options. This means that matters can have fixed fees irrespective of the time logs recorded.

How to use it:

To enable the Lump Sum feature, follow these steps for each matter:

- Open the desired matter and click on the **Billing Preferences**

The screenshot displays the LEXZUR application interface. At the top, a navigation bar includes the LEXZUR logo, a menu with options like Dashboards, Agile, Contacts, Matters, Tasks, Contracts & Documents, Reports, Time, Billing, and More, a 'Create +' button, and a 'Universal Search' bar. Below the navigation bar, the main content area is divided into three sections. The left section is a sidebar with a 'General Info' tab selected, showing a list of items: Custom Fields, External Advisor, Related Contributors, Notes, History, Tasks, Reminders, Emails (with a 'New' badge), Bills, Attachments, Expenses, Time Entries, Invoices, Matters, Contracts & Documents, Settings, and Financial. The middle section is the 'General Info' tab for the matter 'Legal Advice for Banking Issue'. It shows a 'Trust' of 14,400.00 USD, a 'Paid' amount of 0.00 USD, and a 'Due' amount of 0.00 USD. The 'Bilable' amount is also 0.00 USD. The 'General Info' section includes fields for Name (Legal Advice for Banking Issue), Practice Area (Banking & finance), Workflow Status (2-In Progress), Workflow used (Legal Team Review), Internal Ref Number, Matter Container, Matter Priority (Medium), Stage (None), Client Name (Maria Smith), Value (USD) (0), Description (testwesdtest), and Important Development. The right section is the 'People' tab, which includes fields for Assigned Team (All Teams), Assignee (James Marven), Referred By, Requested By, Company Name, and Approved by. The 'Billing Preferences' tab is highlighted with a red box, showing the 'Billing Method' set to 'Hourly Rate'. The 'Privacy' tab is also visible at the bottom right.

- This will redirect you to the settings tab, where you can specify the billing preference whether it is Hourly Rate or Fixed Fee.

LEXZUR Dashboards ▾ Agile ▾ Contacts ▾ Matters ▾ Tasks Contracts & Documents ▾ Reports ▾ Time ▾ Billing ▾ More ▾ Create +

Universal Search 🔍 📅 📄 📞 📧 📧 📧 📧 📧 📧

M M00000285 Legal Advice for Banking Issue
Matter - Corporate Matter

General Info Tasks Reminders Emails Bills Attachments Expenses Time Entries Invoices Matters Contracts & Documents Settings Financial

Trust 14,400.00 USD Paid 0.00 USD Due 0.00 USD Billable 0.00 USD

User Rate Per Hour Matter Rate Capping Partners Percentage Billing Preferences

Billing Method: Hourly Rate

Save

Hourly Rate

Fixed Fee

- Under billing preferences, select the "fixed fee" billing method. (You can also directly choose the fixed fee option upon creating the matter)

M M00000285 Legal Advice for Banking Issue
Matter - Corporate Matter

General Info Tasks Reminders Emails Bills Attachments Expenses Time Entries Invoices Matters Contracts & Documents Settings Financial

Trust 14,400.00 USD Paid 0.00 USD Due 0.00 USD Billable 600.00 USD

User Rate Per Hour Matter Rate Capping Partners Percentage Billing Preferences

Billing Method: Fixed Fee

Entity: App4Legal-USD (USD)

Invoice Service: Consultancy

Fixed Fee (USD): 500.00

Set Default Matter Time Entries Status to Billable

For the existing unbilled Time Entries Related to this matter, you can:

Make no status changes

Mark Time Entries as non-billable

Save

- You will then need to provide specific details such as the **Entity**, **Invoice Service**, and the corresponding **fixed fee** for that matter.



If there are any existing unbilled time logs for this matter, you have the option to change their status directly to "Non-billable" from this section.

Once the Lump Sum feature is enabled, you can seamlessly utilize it in invoices.

When selecting the matter associated with the client, any fixed fee amounts that have not yet been invoiced will be displayed alongside the relevant time logs, expenses, and bill items.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Client

Matters

Items

Additional Info

Matters Related to Maria Smith

Corporate Matter, Litigation Case, Matter Container

Matter	Matter Name	Practice Area	Assignee	Status	Billing Status	Billing Method	Time Logs / Expenses / Bill Items
<input type="checkbox"/>	Type	Type	Select	Type	Select	Select	
<input type="checkbox"/>	M00000261	Commercial Consultation for Maria	Commercial	Carolina Robinson	1-Review	Invoiced	<div>Fixed Fee</div> <div><input checked="" type="checkbox"/> Fixed Fee</div> <div><input type="checkbox"/> Hourly Rate</div> <div>0 Time Logs</div> <div>0 Expenses</div> <div>0 Bill Items</div> <div>Fixed Fee:5000.00</div>
<input checked="" type="checkbox"/>	M00000285	Legal Advice for Banking Issue	Banking & finance	James Marven	2-In Progress	Invoiced	<div>Fixed Fee</div> <div>0 Time Logs</div> <div>0 Expenses</div> <div>0 Bill Items</div> <div>Fixed Fee:500.00</div>

< Back

Next >

The service linked to this fixed fee (previously chosen for the matter) will be automatically added as a service item in the invoice, streamlining the billing process and ensuring accurate invoicing for the specified fixed-rate services.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

App4Legal-USD - USD

Client

Matters

Items

Additional Info

Add Service

Import Time Logs

Import Expenses

Import Bill Items

Services

Date	Service Name	Description	Quantity	Unit Price	Tax	Amount
2024-02-07	Consultancy		1	500	0%	500 USD

Total Discount (At Invoice Level Before Tax)

0.0%

Percentage

Adjustment

0.0%

Percentage

Sub Total

USD 500.00

Discount Amount

USD 0.00

Sub Total After Discount

USD 500.00

Adjustment Amount

USD 0.00

Once the Lump Sum feature is enabled and applied to a matter for billing, it cannot be changed back to the hourly rate option at a later time. However, you can still add time logs and expenses and invoice them separately.

Matter related Invoices will be then easily accessible from the Matter page under the Invoice Tab

M

M00000285 Legal Advice for Banking Issue

Matter - Corporate Matter

General Info

Tasks

Reminders

Emails New

Bills

Attachments

Expenses

Time Entries

Invoices

Matters

Contracts & Documents

Settings

Financial

Trust14,400.00 USD

Paid0.00 USD

Due500.00 USD

Billable0.00 USD

Invoices

Actions

Invoice Date	Invoice#	Prefix Type	Client's Account	Total	Balance Due	Currency
2024-02-07	INV0000152	Invoice Number Prefix	Maria Smith - USD	500.00 USD	500.00	USD

1Page 1 of 11 - 1 OF 1 ITEMS20

Filter

Related EntityApp4Legal-USD (USD)

CurrencyUSD

Billing Preferences

Billing MethodFixed Fee

Fixed Fee500.00 USD

Sub Total

Services500.00 USD

Expenses0.00 USD

Time Entries0.00 USD

Bill Items0.00

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

Thank you!