

# How to Log Time and Add Expenses to Contracts

## Objectives

- Log and Track Time entries to contracts/documents
- Add expenses to contracts/documents

## Steps

• **Time Entries:**

In LEXZUR, time can be recorded manually by clicking the quick **Create** button and selecting "Time entry" or automatically by using the timer.

You can also log time using the time entries tab of the contract or document.

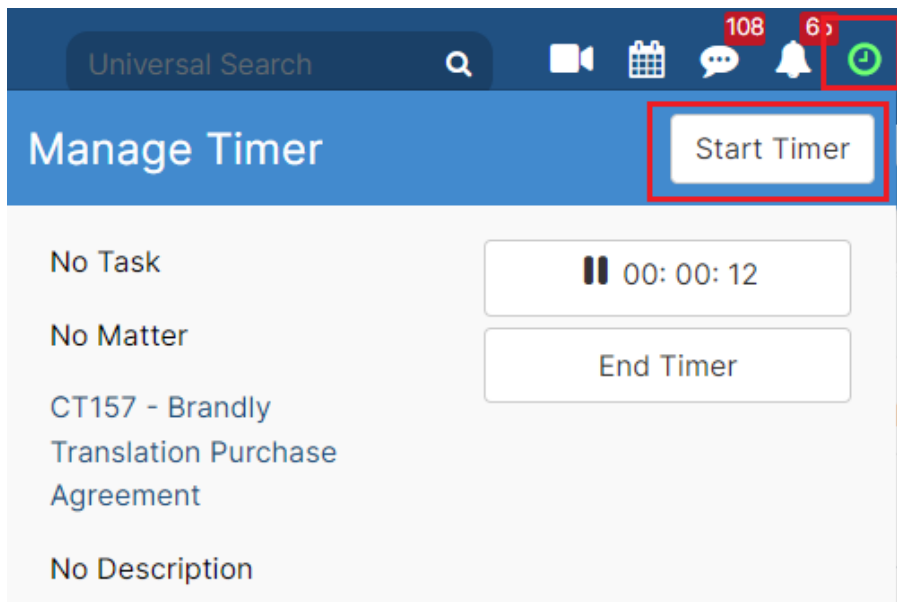
The screenshot shows the LEXZUR interface with the 'Time Entries' tab selected for the contract 'CT157 - Brandy Translation Purchase Agreement'. The interface includes a sidebar with navigation options like Details, Attachments, Approval Center, Signature Center, Milestones, Tasks, Time Entries (highlighted), Expenses, Emails, Reminders, Matters, Related Contracts/Documents, and Settings. The main area displays a table of time entries with columns for Date, User, Effort, Rate, Category, Billable, Description, Client, Status, and Created By. A red box highlights the 'Actions' button in the top right of the table, which has a dropdown menu with options like 'Log Time', 'Start Timer', and 'Export to Excel'. To the right of the table is a 'Filter' section and a 'Balance' section showing 'Total Effort' as 13h 32m and 'Total' as 1,600.00 USD.

To add a new time entry, you must fill out the following mandatory fields: Type, Contract name, Date, Effort, and Client name.

The screenshot shows the 'Time entry' form in LEXZUR. The form has a title bar with a close button. It contains several fields: 'Type\*' (dropdown menu with 'Contract/Document' selected), 'Contract/Document\*' (dropdown menu with 'CT157: Brandy Translation Purchase Agreement' selected), 'Date\*' (text input with '2023-01-20' and a calendar icon), 'Effort\*' (text input with '2' and a help icon), 'Description' (text area), 'Category' (dropdown menu with 'Meeting' selected and a '+ Add New' link), 'Internal Status' (dropdown menu with 'To-Be Reviewed' selected and a '+ Add New' link), 'Client\*' (text input with 'Brandy Translation' and a search icon, with a 'Non-Billable' checkbox), and a 'Repeat' checkbox. At the bottom, there are three buttons: 'Save', 'Save and duplicate', and 'Cancel'. A link '> More Fields' is also present.

- Type: The type should be the contract/document to which the time is logged.
- Contract/Document: Enter the contract/document name or ID.
- Effort: Time logged in hours.
- Client: Whenever the time entry is billable, the client associated with the contract is required.

Additionally, using the Timer feature, the system will calculate the time automatically in hours and add the effort accordingly.



Start Timer

Matter

Task

Contract/Document

Contract/Document\*

CT157: Brandly Translation Purchase Agreement

Category

Meeting

Comments

Start Timer

Cancel

Click on the Timer in the main menu to start. You will be asked to choose the type, like Contract/Document, specify the contract name, and you can add the category and comments.

Once you end the timer, the recorded time will be added to the corresponding time log page.

- **Expenses:**

From the **Expenses** tab within each contract/document, click on Actions to add a new expense.

CT157 - Brandy Translation Purchase Agreement

Closed
Executed
Filing & Drafts...
More
Active

Details
Attachments
Approval Center
Signature Center
Milestones
Tasks
Time Entries
Expenses **New**
Emails
Reminders
Matters
Related Contracts/Documents
Settings

Related Expenses

Paid On	Expense ID	Reference #	Expense Category	Expense Amount	Currency	Paid Through	Billing Status	Status	Client Name	Related Task	Related
2023-01-20	00000133		Printing & Copying	100.00	USD	Cash account	to-invoice	Approved	Brandy Translation		App4Leg

Actions

Add Expenses
Bulk Expenses
Statement of Expenses
Export to Excel

You must fill out the following mandatory fields: Expense Category, Payment Method, the Paid Through Account, Amount, and Paid on Date.

Add New Expense

App4Legal-USD

X Cancel

Save & Create New

Save

Expense Info

Expense Allocations

Analytic Accounts

Expense Info

Expense Category \*

Office / Internet & Telephone

+ Add Category

Payment Method \*

Credit Card

Paid Through \*

Alice Card Account - USD (CC1)

+ Add Account

Balance: USD -3,780.00

Total Expenses Waiting Approval: USD 6,000.00

Amount \*

500

USD

Paid On \*

2024-01-10

Inclusive Tax

select an option

Reference #

Supplier

Start typing

+ Add Supplier

Comments

Additionally, from the Expense Allocations tab, you can relate the expense to the contract you are dealing with and expenses may be internal or client-related, which are either billable or non-billable.

Once you record all the expenses related to the contract/document you can preview them in the grid, and you can export them into a spreadsheet for other reporting purposes.

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!