## How to Enable Analytic Accounts

## **Objectives:**

- Enable the Analytic Account
- Add Analytic Categories and Templates

## Steps:

Lexzur's billing module now supports analytical accounting, specifically introducing the cost center feature. This update enables the management of multiple cost centers within the billing forms, empowering users to allocate a percentage to each specific cost center.

To activate analytical accounting, navigate to Billing Advanced Settings Setup and Configuration.



Within the Analytic Account tab, enable the feature and choose between a simple or multi with a percentage. And Save all the changes once done.

| LEXZUR Dashboards - Agi           | ile - Contacts - Matter | rs ▼ Tasks Contracts & Documents ▼ Reports ▼ Time ▼ | Billing - More + Create + | Universal Search | • Ö ت iii • • •   | <b>4 7</b> © | 9  |
|-----------------------------------|-------------------------|---|---------------------------|------------------|-------------------|--------------|----|
| Dashboards Clients • Invoices •   | Expenses • Time Ent     | tries Suppliers • Partners • Reports Advanced •     |                           |                  | App4Legal-USD - U | ISD          | ~  |
| Settings / Setup & Configuration  |                         |   |                           |                  |                   |              |    |
| Activate Taxes                    | ]                       |   |                           |                  |                   |              | Q, |
| Analytic Account                  |                         |   |                           |                  |                   |              |    |
| Bill Languages                    |                         | Property  | Default Value             |                  |                   | Actions      |    |
| Bill Values                       |                         | Enabled?  | Yes                       |                  |                   | Save         |    |
| Expenses Values                   |                         | Type  | Cimela                    |                  |                   | 0.000        |    |
| Invoice Services                  |                         | ijpe  |                           |                  |                   | Save         |    |
| Invoice Languages                 |                         |   | Simple                    |                  |                   |              |    |
| Invoice Status Values             |                         |   | Multi with percentage     |                  |                   |              |    |
| LEDES Billing                     |                         |   |                           |                  |                   |              |    |
| Module Languages                  |                         |   |                           |                  |                   |              |    |
| Money Currency                    |                         |   |                           |                  |                   |              |    |
| Partner Statement Languages       |                         |   |                           |                  |                   |              |    |
| Partner's Settlements Per Invoice |                         |   |                           |                  |                   |              |    |
| User Rates                        |                         |   |                           |                  |                   |              |    |
| Save All                          | 0                       |   |                           |                  |                   |              |    |

Multi with percentage allows the addition of multiple items with varying percentages for each analytic category. For the simple option, only one item of 100% can be chosen for each analytic category.

Next, create analytic account categories and templates by going back to Billing Settings Money Analytic Account.

| ashboards Clients • Invoices • Expenses • Tim | e Entries Suppliers • Partners • Reports Advanced • Das  | hboards   |                      | App4Legal-USD - USD                 |
|---|--|-----------|----------------------|-------------------------------------|
|   |  | vices •   |                      |                                     |
| Entities                                      | Expenses     Exp   | enses 🕨   |                      | Partners                            |
|   | Tim  | e Entries |                      |                                     |
| etup Entities                                 | Expense Categories Sup   | pliers •  |                      | Activate Partners Commissions Tools |
| nport Entity Settings                         | Petty Cash to User Mapping Part  | tners 🔸   |                      | Partner Expenses Account            |
|   | Rep  | orts      |                      | Partner Statement Templates         |
|   | Adv  | anced •   | Manual Journals      |                                     |
| Invoices                                      | Money  |           | View Journals        |                                     |
|   | incites and incite |           | New Journal          | Bills                               |
| ixes  | Setup & Configuration  |           | Money Transfer       |                                     |
| scounts                                       | Users Rate per Hour  |           |                      | Taxes                               |
| rms   | Default Exchange Rate  |           | Chart of Accounts    | Bills Templates                     |
| ervices                                       | Time Entries Sales Account   |           | Bank Reconciliations | Bills Approval Center               |
| voice Templates                               | Advisor Time Entries Expense Acc   | count     |                      |                                     |
| voice Notes                                   | Invoice Number Prefix  |           | Settings             |                                     |
| voice Details Format                          | Credit Note Number Prefix  |           | Set Content Language |                                     |
| scount in Invoices                            | Debit Note Number Prefix   |           | English 🗸            |                                     |
| ljustment in Invoices                         | Set Prefix for Account Types   |           | Erançais             |                                     |
| edit Note Reasons                             | Trust Account  |           | المريبة              |                                     |
| bit Note Reasons                              | Analytic Account   |           |                      |                                     |
| voice Custom Fields                           | Analytic Account Template  |           |                      |                                     |

From this page, you can add and manage Analytic Categories as needed.

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## Dashbairds Clients • Invoices • Expenses • Time Entries Suppliers • Partners • Reports Advanced • Analytic Account Culck Filters: Analytic Category 1 i: Department i: Expenses i: Revenue i: Revenue

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Click "Add" to create a new category, name it, and add related items as necessary.

| Dashboards Clients • Invoices • Expenses • Time Entries Supp | liers   Partners   Reports Advanced   | App4Legal-USD - USD 🗸 |
|--|---|-----------------------|
| Analytic Account   | Analytic Account ×  | + Add                 |
| Quick Filters: Analytic Category 🔽                           | Analytic Category   |                       |
| Analytic Category ↑↓   |   |                       |
| Department   | 용 Analytic Item   |                       |
| Expenses   | Employee Salaries   |                       |
| Revenue  | Marketing Costs   |                       |
|  | Utilities Expense   |                       |
|  | X Cancel 🔀 Save   |                       |
|  |   |                       |
|  |   |                       |
|  |   | •                     |
| 5  | $\ll$ $\langle$ 1 $\rightarrow$ $\gg$ Showing 1 to 3 of 3 entries 25 $\vee$ |                       |

Now, create templates based on the categories by going back to Billing Settings Money Analytic Account Template.

| Money                                |  |
|--------------------------------------|--|
| Setup & Configuration                |  |
| Users Rate per Hour                  |  |
| Default Exchange Rate                |  |
| Time Entries Sales Account           |  |
| Advisor Time Entries Expense Account |  |
| Invoice Number Prefix                |  |
| Credit Note Number Prefix            |  |
| Debit Note Number Prefix             |  |
| Set Prefix for Account Types         |  |
| Trust Account                        |  |
| Analytic Account                     |  |
| Analytic Account Template            |  |

Here you can add and manage Analytic Account Templates as needed

| Dashboards Clier      | s • Invoices • Expenses • Time Entries Sup | opliers • Partners • Reports Advanced • |            | App4Legal-U | SD - USD 🗸         |
|-----------------------|--|---|------------|-------------|--------------------|
| Analytic Account      | Template                                   |   |            |             | + Add              |
| Quick Filters: Analyt | Category 🗸 Module 🗸 Default 🗸              |   |            |             | Choose columns 🗸 🗸 |
| Name ↑↓               | Ma   | odule ↑↓                                | Default ↑↓ | Entities    |                    |
| Department            | mplates Bil                                | 1                                       |            | All         |                    |
| Expenses Ter          | olate Ex                                   | rpense                                  |            | All         |                    |
| : Revenue Tem         | late Inv                                   | voice                                   |            | All         |                    |
|                       |  |   |            |             |                    |

Click "Add" to create a new template, specify if it applies to all entities or a specific one, name the template, select its type (Invoices, Bills, or Expenses), and assign percentages to each category's related items.

| Analytic Account Template                       | Analytic Account Template      | + Add            |
|---|--------------------------------|------------------|
| Quick Filters: Analytic Category ▼ Module ▼ Der | Entitles                       | Choose columns V |
| : Department Templates                          | Name Revenue Template Type     | All              |
| Expenses Template                               | Invoice                        | All              |
| Revenue Template                                | Revenue Percentage             | Ail              |
|   | Sales Revenue × ✓ 50.0%        |                  |
|   | Service Income X V 50.0%       | 0                |
|   | Expenses Percentage            |                  |
|   | Choose Account V 100.0% Cancel |                  |
| Ċ   | < < 1 >                        |                  |

If the multi-type is chosen, distribute the 100% among the selected items without exceeding the total.

In the case of  $\ensuremath{\textit{Simple}}$  type, you can only choose one item under each category of 100%

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| Analytic Account Template   |     |               |          | ×      |
|---|-----|---------------|----------|--------|
| Entities  |     |               |          |        |
| Name  |     |               |          |        |
| Revenue   |     |               |          |        |
| Туре  |     |               |          |        |
| Invoice V   |     |               |          |        |
| Revenue   |     | Percentage    |          |        |
| Sales Revenue   | × ~ | 100.0%        |          |        |
| Provent and the second s |     | Demonstration |          |        |
| Expenses  |     | Percentage    |          |        |
| Employee Salaries   | × ~ | 100.0%        |          |        |
|   |     |               |          |        |
| Department  |     | Percentage    |          |        |
|   |     |               | X Canaal | E Sava |

Additionally, you can set the template as default for automatic application or distribute items as needed later on.

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

Thank you!