


# How to Use Analytic Accounting in Lexzur

## Objectives:

- [Enable the Analytic Account](#)
- Apply Analytic Accounting in Billing Transactions
  - [Invoices](#)
  - [Expenses](#)
  - [Bills](#)
- [Analytic Account Reports](#)

## 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. Additionally, reports have been modified to illustrate the distribution of expenses across various cost centers.

 To utilize the cost center feature in the billing module, first, enable it and configure analytic account settings, create categories, and establish templates. Learn more [here](#).

Once these steps are completed, seamlessly apply them in billing transactions.

## For invoices:

When creating a new invoice, an analytic account icon will appear at each item line.

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	
2024-01-17	Consultancy		1	500	0%	500 USD	

Time Logs

Date	User	Description	Effort	Rate	Tax	Amount	
2024-01-09	Maria Dave	Drafting	1.5	200	0%	300 USD	

Total Discount (At Invoice Level Before Tax)

0.0%

Percentage

Adjustment

0.0%

Percentage

Back

Next

You can apply it based on the default analytic template for invoices or distribute the percentage manually. Ensure the total percentage for each category does not exceed 100%.

Add Analytic Account

Revenue	Percentage	Amount	
<div> Sales Revenue </div>	<div> 50% </div>	<div> 250.00 USD </div>	<div> + </div>
<div> Service Income </div>	<div> 50% </div>	<div> 250.00 USD </div>	<div> + </div>

Expenses	Percentage	Amount	
<div> select an option </div>	<div> 100% </div>		<div> + </div>

Department	Percentage	Amount	
<div> select an option </div>	<div> 100% </div>		<div> + </div>

Cancel
OK

Bulk addition of analytic accounts is also possible. Use "Apply" to set the data for all invoice lines or "Apply for Empty" for lines with no analytic account set.

Add Analytic Account

Add analytic accounts in bulk. Choose "Apply" to set the below data for all invoice lines. Choose "Apply for Empty" to only set the below data for lines with no analytic account set.

Analytic Account Template

Revenue Template

Revenue	Percentage	
<div> Sales Revenue </div>	<div> 50% </div>	<div> + </div>
<div> Service Income </div>	<div> 50% </div>	<div> + </div>

Expenses	Percentage	
<div> select an option </div>	<div> 100% </div>	<div> + </div>

Cancel
Apply
Apply for empty

## For Expenses:

when adding a new expense, a new page for analytic account details will be introduced.

Add New Expense

App4Legal-USD

Cancel

Save & Create New

Save

Expense Info

Expense Allocations

**Analytic Accounts**

Expense Info

Expense Allocations

Analytic Accounts

Analytic Account Template

Expenses Template

Clear

Revenue

Percentage

Amount

+

select an option

100%

Expenses

Percentage

Amount

+

Employee Salaries

50%

0.00

Marketing Costs

25%

0.00

Utilities Expense

25%

0.00

Department

Percentage

Amount

+

If a default template is set, the category will be preselected, and items distributed based on the template.

Alternatively, select the desired template, manage item distribution, and ensure the total percentage for each category does not exceed 100%.

### For Bills:

When creating a new bill, an analytic account icon will appear at each bill details line.

Dashboards

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Advanced

App4Legal-USD - USD

Save

BIL-00108 - Draft

Supplier \*

Brandly - USD

Date \*

01/17/2024

Client's Account

Start typing

Supplier Bill#

Tax Number

Due date \*

01/17/2024

Notify me before

Matters

Link New Matters

Bill Summary

Supplier Bill#

Supplier Name

Date

Due date

Bill Reference

Subtotal (USD)

Total tax (USD)

Total

Brandly - USD

2024-01-17

2024-01-17

00108

1,000.00

0.00

1,000.00 USD

Bill Details

Account \*

Description

Quantity

Price (USD)

Client Details

Tax (%)

Amount (USD)

Accounts

Advertising & Marketing

1

1,000

USD

Start typing

Select a Tax

1,000.00

Add New Line

You can apply it based on the default analytic template for bills or distribute the percentage manually. Ensure the total percentage for each category does not exceed 100%.

Add Analytic Account

Revenue	Percentage	Amount	
<div>select an option</div>	<div>100%</div>		<div></div>
Expenses	Percentage	Amount	
<div>select an option</div>	<div>100%</div>		<div></div>
Department	Percentage	Amount	
<div>Marketing</div>	<div>75%</div>	750.00	<div></div>
<div>HR</div>	<div>25%</div>	250.00	<div></div>

Cancel

✓

OK

Bulk addition of analytic accounts is also possible. Use "Apply" to set the data for all invoice lines or "Apply for Empty" for lines with no analytic account set.

Add Analytic Account

Add analytic accounts in bulk. Choose "Apply" to set the below data for all invoice lines. Choose "Apply for Empty" to only set the below data for lines with no analytic account set.

Analytic Account Template

select an option

Revenue	Percentage	
<div>select an option</div>	<div>100%</div>	<div></div>
Expenses	Percentage	
<div>select an option</div>	<div>100%</div>	<div></div>
Department	Percentage	
<div>Marketing</div>	<div>75%</div>	<div></div>
<div>HR</div>	<div>25%</div>	<div></div>

Cancel

✓

Apply

✓

Apply for empty

All distributions of cost centers will be monitored and recorded in the **Analytic Account** Report, accessible from the **Billing -> Reports** page.

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App4Legal-USD - USD

Expenses

Statement of Expenses

Expenses per Client

Accounts

Chart of Accounts

Accounts Payable

Accounts Payable

Accounts Payable Aging Summary

Accounts Payable Aging Details

Accounts Receivable

Accounts Receivable

Accounts Receivable Aging Summary

Accounts Receivable Aging Details

Statement

Account Statement

Client Statement

Trial Balance

Balance Sheet

Detailed Balance Sheet

Income Statement

All Account Statement

General Ledger

Detailed General Ledger

VAT Audit

Analytic Account

Matters

Judgment Value vs. Matter Value per Client

Work in progress

Time Entries per Month

Profitability Assessment

Invoiced Time Entries

Within the report, you can filter data based on date, transaction type, and analytic account type. Additionally, you can export the report to Excel for further analysis and manipulation.

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Analytic Accounts

Quick Filters:

Date

Analytic Accounts

Type

All Filters

Search

Choose columns

Date	Analytic Account	Nb.	Account	Percentage	Amount (USD)
2024-01-17	Employee Salaries	EXP-00000333	Office Supplies	50	-500.00
2024-01-17	Marketing Costs	EXP-00000333	Office Supplies	25	-250.00
2024-01-17	Utilities Expense	EXP-00000333	Office Supplies	25	-250.00
2024-01-17	Sales Revenue	INV0000141	Sales	50	200.00
2024-01-17	Service Income	INV0000141	Sales	50	200.00
2024-01-17	Sales Revenue	INV0000141	Sales	50	150.00
2024-01-17	Service Income	INV0000141	Sales	50	150.00
2024-01-17	Sales Revenue	INV0000141	Sales	50	150.00
2024-01-17	Service Income	INV0000141	Sales	50	150.00
Total:					0.00 USD

The report displays only finalized transactions, excluding draft invoices and unapproved expenses.

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

Thank you!