

# How to Apply Partner Commissions on Invoices

## Objectives:

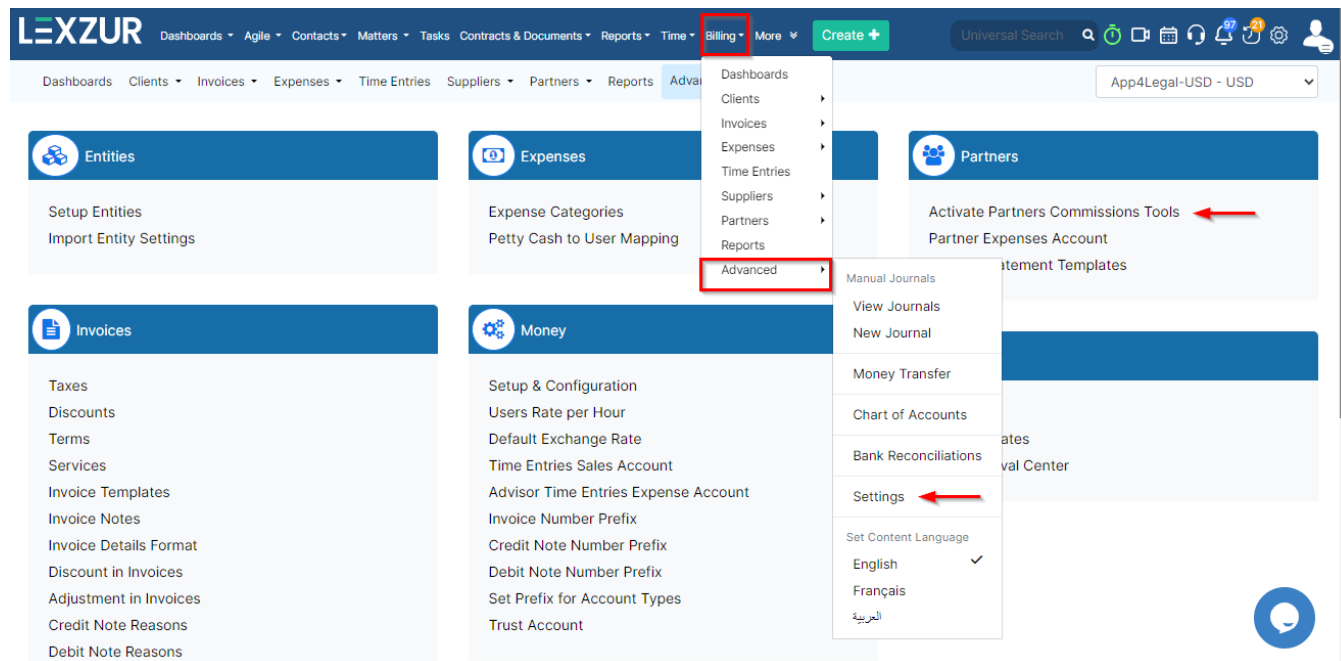
- Activate the Partners' commission tool
- Add partners' shares on invoices
- Add Default partner shares

## Steps:

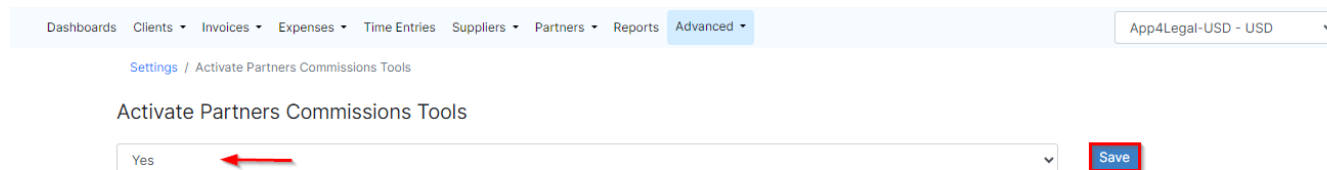
In lexzur, you have the option to add the partners' commission on invoices.

First, you have to activate this tool.

- Go to **Billing Advanced Settings Activate Partners Commissions Tools** under the Partners Settings.



- Activate the partner's commissions tools by changing the status to **Yes**.






- Now, at the level of invoices, after adding all the billable items, a new icon will appear at each item level which is related to the partner's shares.

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Client
Matters
Items
Additional Info

Add Service
Import Time Logs
Import Expenses
Import Bill Items

### Services

Date	Service Name	Description	Quantity	Unit Price	Discount	Tax	Amount	
2024-02-11	Consultancy		1	500	0%	0%	500 EUR	  

### Time Logs

Date	User	Description	Effort	Rate	Discount	Tax	Amount	
2023-10-17	Carolina Robinson	2023-10-17 ~ 1:50	1.5	100	0%	0%	150 EUR	 
2023-10-23	Carolina Robinson	2023-10-23 14:23 ~ 2023-10-23 14:24	0.5	100	0%	0%	50 EUR	 



Sub Total
EUR 700.00

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Next


- Click to add partner shares at the level of an item as needed. A new page will pop up, where you have to add the partners and the percentages for each partner.

Add Partners Shares

Partners Shares
Add New Line

Partner	Percentage	Amount	
LLP Services	22.0%	110.00 EUR	
abc	12.0%	60.00 EUR	

Cancel
OK

 You can add more partners from the "Add New Line" button

- Once the partner's shares are added to the line items, the icon's color will change to green.

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Services

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Time Logs

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Sub Total

EUR 700.00

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You have the flexibility to define a default partner share either at the level of the clients themselves or on a per-matter basis.

To do so, navigate to the client's page, (From the main menu: **Contacts Clients Click on the Client ID**) access the **Partners Shares** tab, and add the shares based on each partner.

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MS

PER00000127 Maria Smith

Client

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Invoices

Trust Fund Deposits

**Partner Shares**

Add Partner Shares

Partner	Percentage
Common Law - AED	10

Save

Additionally, within the matter **settings** page, you'll find a dedicated **Partners Percentage** tab where you can specify shares at the matter level.

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**M** M00000285 Legal Advice for Banking Issue  
Matter - Corporate Matter ⓘ

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- Contracts & Documents
- Settings**
- Financial

<b>Trust</b>	14,400.00 USD	<b>Paid</b>	0.00 USD	<b>Due</b>	1,400.00 USD	<b>Billable</b>	0.00 USD
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User Rate Per Hour   Matter Rate   Capping   **Partners Percentage**   Billing Preferences

[+ Add partner share](#)

Partner	Percentage
Common Law - AED	25

[Save](#)

In this scenario, once a matter is invoiced, the partner share will be automatically applied to all items imported from that matter. Of course, you also have the option to modify and add different shares for various invoice items as needed.

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

Thank you!