

How to Generate Time Entries Reports

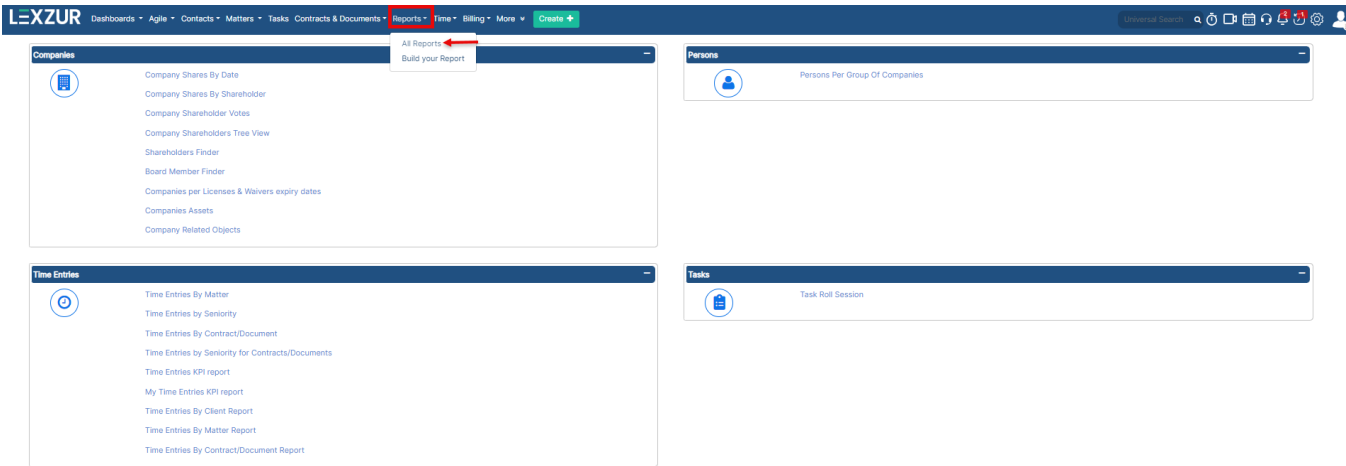
Objectives

- Generate Reports Related to Time Entries

Steps

In LEXZUR, you have many useful predefined **Reports** that are segregated as per each related module.

The Reports module can be accessed by clicking on Reports All Reports from the main menu.

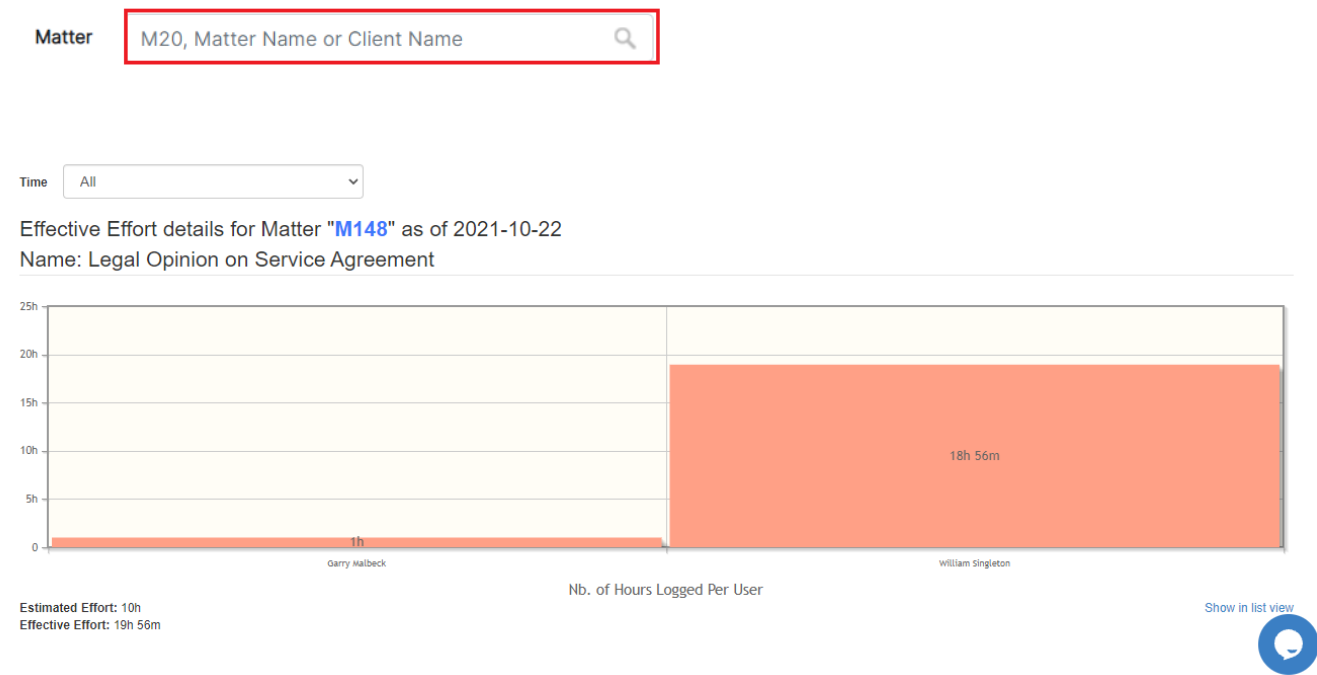


For the reports related to time entries, go to the Time Entries Section in the Reports page and choose from the following reports:

Time Entries By Matter:

This report shows the effective effort details for a specific matter based on the numbers of hours logged by each user working on this matter. You have to just specify the matter name or ID and the system automatically shows the result.

Time Entries Details



Time Entries By Seniority:

Time entries by seniority, report shows the seniority level based on the total time spent by each user on this matter and represents this result in a pie chart.

Time entries by seniority report for the Matter "M00000003"

Matter ID: M00000003

Matter Name: legal opinion for real estate

Total Time Spent: 14h 41m

Seniority level	Total Time Spent	User
Lawyers	9h 11m	Alice Jones 6h James Marvin 3h 11m
Senior Associates	5h 30m	Carolina Robinson 5h 30m

63%

37%

Lawyers

Senior Associates

Show in list view

Time Entries By Contract/Document:

The time entries by contract report shows the total time spent by each user on a specific contract and represents this result in a doughnut chart.

Contract/Document *
CT205: NDA for Lauren Travis and Branding Company

Time *
All

Time entries recorded on CT205 until 2023-03-19

Total Recorded
2h

Alice Jones:2h

User	Total Time Spent
Alice Jones	2h

Show in list view

Time Entries by Seniority for Contracts/Documents:

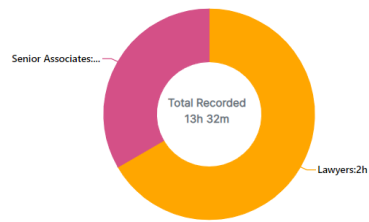
Time entries by seniority report shows the seniority level based on the total time spent by each user on a specific contract and represents this result in a doughnut chart.

Contract/Document *

CT157: Brandly Translation Purchase Agreement



Time entries by seniority report for "CT157"



Seniority level	Total Time Spent	User
Lawyers	12h 32m	Alice Jones 10h 32m James Marvin 2h
Senior Associates	1h	Carolina Robinson 1h

[Show in list view](#)

Time Entries KPI Report:

The time entries KPI report shows the Billable and Non-Billable number of hours tracked by each user, and the Billable and Non-Billable amount with respect to each using either working on matter, contract or tasks. It also shows the total number of hours and amount for all the users



You can manage the users that appear in the report from the question mark icon next to Time Entries KPI report title, that will direct you to the setup and configuration page in the settings.



You also have the option to filter your search by specifying the Username, Matter name or ID, Task name or ID, Contract name or ID, Entity, and Date.

Time Entries KPI report ?

User	Case / Matter	Task	Contract/Document	Entity
<input type="text" value="Start typing"/>	<input type="text" value="M20, Matter Name or Client Name"/>	<input type="text" value="Task ID"/>	<input type="text" value="Start typing"/>	<input type="text" value="app4legal (USD)"/>
Date				
<input type="text" value="2023-03-19"/>				

☒ Include all the Time Entries of the Tasks that are not related to any Matter

Search



User	Where is the time recorded?	Billable Number of Hours	Non-Billable Number of Hours	Billable Amount	Non-Billable Amount
James Marvin	Related Matters/Tasks	137h 40m	12h	67,993.00	3,500.00
Carolina Robinson	Related Matters/Tasks	148h 1m	68h 38m	42,823.00	20,282.00
Alice Jones	Related Matters/Tasks	91h 18m	33h 4m	26,591.00	9,868.00
Sam Marvin	Related Matters/Tasks	9h 57m	20h 30m	2,190.00	4,300.00
Alvah Zarzour (Inactive)	Related Matters/Tasks	2h		600.00	
Katrina diab (Inactive)	Related Matters/Tasks	1h		200.00	
Aleen Peterson AP1	Related Matters/Tasks	70h 32m	5h	14,208.00	1,500.00



When showing the details of this report, the client name now appears for non billable hours

My Time Entries KPI Report:

Same Report as the Time Entries KPI but for one user. My time entries KPI report shows the Billable and Non-Billable number of hours, the Billable and Non-Billable amount tracked by the user working on his/her instance. It also shows the total number of hours and amount for this user.

Time Entries by Client Report:

This report shows the billable and non-billable number of hours and amount for each user who worked on matters, contracts, and tasks for the specified client.

Reports / Time Entries By Client Report

Time Entries By Client Report

Client

BLP industry

Entity

app4legal (USD)

Date

between

2022-10-21

2023-10-21

Search

Total Records: 4

User	Client	Billable Number of Hours	Non-Billable Number of Hours	Hours	Billable Amount (USD)	Non-Billable Amount (USD)
Alice Jones	BLP industry	10h 30m		10h 30m	3,325.00	
Carolina Robinson	BLP industry	40h 30m	1h	41h 30m	14,650.00	300.00
James Marven	BLP industry	76h 10m	5h 30m	81h 40m	61,700.00	1,650.00
Katrina diab (Inactive)	BLP industry	1h		1h	200.00	
Total		128h 10m	6h 30m	134h 40m	79,875.00	1,950.00

Time Entries by Matter Report:

This report shows the billable and non-billable number of hours and amount for each user who worked on the specified matter.

Reports / Time Entries By Matter Report

Time Entries By Matter Report

Matter

M00000092: Legal Opinion for BLP

Entity

app4legal (USD)

Date

between

2022-10-21

2023-10-21

☒ Include the related Time Entries with Task origin?

Search

Total Records: 2

User	Matter ID	Matter	Billable Number of Hours	Non-Billable Number of Hours	Hours	Billable Amount (USD)	Non-Billable Amount (USD)
Carolina Robinson	M92	Legal Opinion for BLP	2h 6m		2h 6m	630.00	
James Marven	M92	Legal Opinion for BLP	18h	3h	21h	5,400.00	900.00
Total			20h 6m	3h	23h 6m	6,030.00	900.00

Time Entries by Contract/Document Report:

This report shows the billable and non-billable number of hours and amount for each user who worked on the specified contract/document.

Time Entries By Contract/Document Report

Contract/Document

Entity

Date

CT91: Service Agreement between BLP and Alvah

app4legal (USD)

between

2022-10-21

2023-10-21

☒ Include the related Time Entries with Task origin?

Search

Total Records: 1

User	Contract/Document ID	Contract/Document	Billable Number of Hours	Non-Billable Number of Hours	Hours	Billable Amount (USD)	Non-Billable Amount (USD)
James Marven	CT91	Service Agreement between BLP and Alvah	2h 30m		2h 30m	750.00	
Total			2h 30m		2h 30m	750.00	0.00

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

Thank you!