

How to Configure the Billing Module

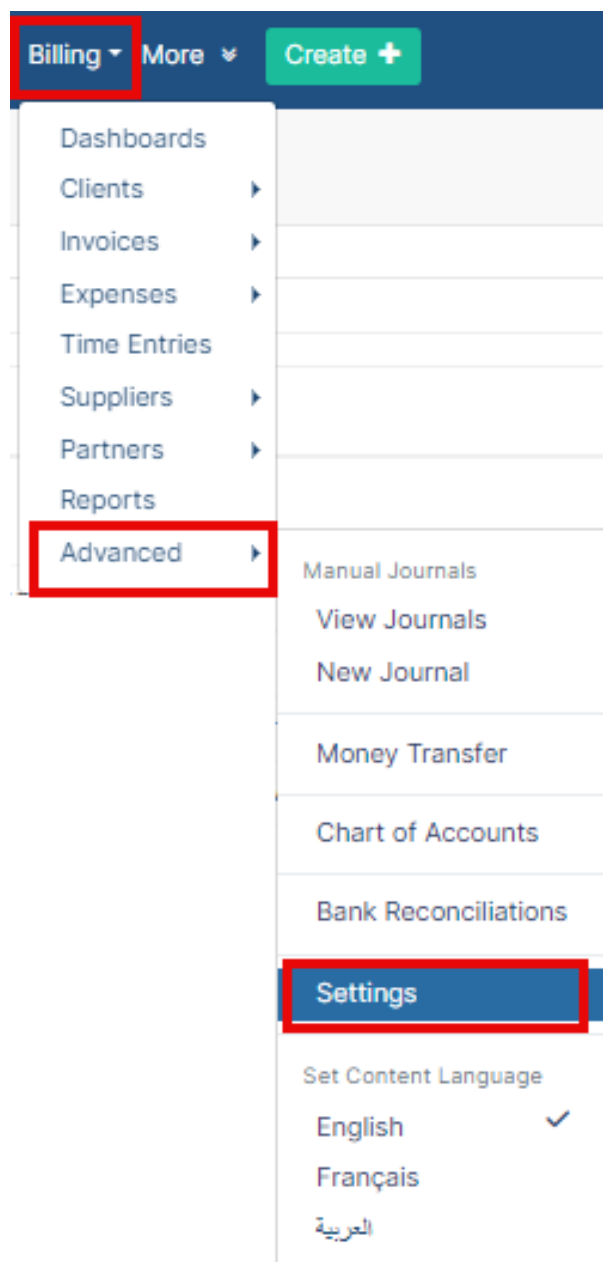
Objectives

- Configure the Billing Settings:
 - [Entities](#)
 - [Expenses](#)
 - [Partners](#)
 - [Invoices](#)
 - [Money](#)
 - [Bills](#)

Steps

In the Billing Module, you have the flexibility to configure various aspects, such as managing entities, expenses, invoices, billings, user rates, and more, all conveniently accessible through the settings.

Open the Billing Settings by clicking **Billing Advanced Settings**



The admin will be guided to a page where he will be able to customize and configure tabs in the module such as entities, invoice templates, and more.

Dashboards

Clients

Invoices

Expenses

Time Entries

Suppliers

Partners

Reports

Advanced

Lexzur-USD - USD

Entities

Setup Entities

Import Entity Settings

Expenses

Expense Categories

Petty Cash to User Mapping

Partners

Activate Partners Commissions Tools

Partner Expenses Account

Partner Statement Templates

Invoices

Taxes

Discounts

Terms

Services

Invoice Templates

Invoice Notes

Invoice Details Format

Discount in Invoices

Adjustment in Invoices

Invoice Number Prefix

Invoice Custom Fields

Credit Note Reasons

Credit Note Number Prefix

Debit Note Reasons

Debit Note Number Prefix

Email Templates

Money

Setup & Configuration

Users Rate per Hour

Default Exchange Rate

Time Entries Sales Account

Advisor Time Entries Expense Account

Set Prefix for Account Types

Trust Account

Money Dashboard

Bills

Taxes

Bills Templates

Bills Approval Center

Entities:

Entities in LEXZUR have independent billing transactions. They could perfectly reflect the branches of a firm. Every Entity has its own Name, Base Currency, and Details.

Under Entities Settings, you can set up existing entities, create new ones, or import entity settings.

Dashboards

Clients

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Advanced

app4legal - USD

Settings

Entities

Add New Entity

Add New Entity

1 Basic Configuration

2 Additional Configuration

3 Import Settings

Basic Configuration

Entity Name*

Base Currency*

Address1

Address2

Zip

Website

Fax

Comments

Street Name

Building Number

Entity Setup & Configuration

Invoice Number Prefix*

Debit Note Number Prefix*

Menu Color

Fiscal Year Starts On*

ID

City

State

Country

Phone

Mobile

Tax Number

Additional IDs

Address Additional Number























Credit Note Number Prefix*

Users can switch Entities from the drop-down list on the top right of the billing menu.

DashboardsClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvanced

Settings / Entities / Add New Entity

List of Entities

Entity Name	Fiscal Year Starts On	Base Currency	Menu Color	Status	Actions
app4legal	January	USD		Active	 
confident case UK	January	EUR		Active	 
My Entity-E-invoice	January	USD		Inactive	 
My Firm Instance(USD)	January	USD		Inactive	 
KSA Entity	January	SAR		Inactive	 
My Entity	January	USD		Inactive	 
My Firm Entity	January	AED		Inactive	 
App4Legal-USD	January	USD		Active	 
My instance-E-invoice	January	SAR		Active	 
London office	January	EUR		Inactive	 
BLP Law-New York Office	January	USD		Active	 

App4Legal-USD - USD

app4legal - USD

App4Legal-USD - USD

BLP Law-New York Office - USD

confident case UK - EUR

My instance-E-invoice - SAR

Additionally, Entity Settings can be imported from one Entity to another.


Settings that can be imported are:

- 1. Accounts
- 2. Services
- 3. Invoice Taxes
- 4. Bill Taxes
- 5. Expense Categories
- 6. Invoice Templates

 Learn more about how to create entities [here](#).

Expenses:

From the expenses section, the admin will be able to configure the expense categories and select the petty cash to user mapping.

 Learn more about how to add expense categories [here](#).

The Petty Cash to User mapping displays each User along with their authorized accounts. You can also modify the permitted accounts directly from this report.

Petty Cash to User Mapping

User

This is where you can select the Accounts that the user is allowed to use when recording an Expense

User	Allowed Accounts	Actions
Aleen Peterson	<div><div>All Bank Account - USD (BNK1234591) x</div><div>Alice Card Account - USD (CC1) x</div><div>bank account 12342 - USD (BNK1234590) x</div><div>Cash account - USD (CASH1334565694) x</div><div>Office USD - USD (BNK1234567) x</div><div>Petty Cash Jeremy - USD (CASH1000) x</div><div>petty cash Samira - USD (CASH125) x</div><div>test - USD (CCT123) x</div></div>	<input type="button" value="Save"/>
Alice Jones	<div><div>All Bank Account - USD (BNK1234591) x</div><div>Alice Card Account - USD (CC1) x</div><div>Alice Petty Cash - USD (CASH1334565695) x</div><div>bank account 12342 - USD (BNK1234590) x</div><div>BBC Bank Account - USD (BNK125) x</div><div>Cash account - USD (CASH1334565694) x</div><div>Office USD - USD (BNK1234567) x</div><div>Petty Cash Jeremy - USD (CASH1000) x</div><div>petty cash Samira - USD (CASH125) x</div><div>test - USD (CCT123) x</div></div>	<input type="button" value="Save"/>
Carolina Robinson	<div><div>All Bank Account - USD (BNK1234591) x</div><div>Alice Card Account - USD (CC1) x</div><div>Alice Petty Cash - USD (CASH1334565695) x</div><div>bank account 12342 - USD (BNK1234590) x</div><div>BBC Bank Account - USD (BNK125) x</div><div>Cash account - USD (CASH1334565694) x</div><div>Office USD - USD (BNK1234567) x</div></div>	<input type="button" value="Save"/>



Partners:

Within the partner's section, administrators can:

Enable the partner commissions tool

[Settings](#) / Activate Partners Commissions Tools

Activate Partners Commissions Tools

Determine the partner expenses account

[Settings](#) / Partner Expenses account

Partner Expenses account

Customize the partner statement templates.

List of Templates Per Entity

Template Name	Entity Name	Default	Actions
template	app4legal	<input type="checkbox"/>	Customize Rename Delete
Partner Template	app4legal	<input checked="" type="checkbox"/>	Customize Rename Delete
partner's template	App4Legal-USD	<input type="checkbox"/>	Customize Rename Delete

Total Records: 3

Invoices:

Within the invoice settings, administrators have the ability to modify all invoice-related information. This includes adding taxes, adjusting services, applying discounts, managing custom fields, and customizing invoice templates, and more.

- **Taxes:** When Taxes are activated in Default Values, the Taxes field will be visible. You can add taxes to be applied to invoices later.
- **Discounts:** Create discounts that can be utilized in invoices. Remember to enable the use of discounts in invoices beforehand.
- **Terms:** Set terms that will be used for invoices in the future.
- **Services:** Populate your service list or items that can be added to invoices.
- **Invoice Templates:** Customize templates for exported invoices, including your logo, company details, and invoice items.
- **Invoice Notes:** Prepare predefined invoice notes, including payment details, for swift insertion into invoices.
- **Invoice Details Format:** Admins can fine-tune the invoice template's format, including cover page and overall appearance.
- **Discounts on Invoices:** Activate discounts on invoices and specify their application level, such as items or entire invoices. Choose the related discount account.
- **Adjustments on Invoices:** Enable adjustments on invoices and define their application level, like items or entire invoices. Choose the associated adjustment account.
- **Credit and Debit Note Reasons:** Manage reasons used to create credit or debit notes for proper record-keeping.
- **Invoice Custom Fields:** Tailor additional fields on invoices to suit your specific needs.
- **Invoice, Credit Note, and Debit Note Number Prefix:** Specify the Invoice number prefix or secondary prefix. And for the credit notes and debit notes as well.
- **Email Templates:** Customize invoices email templates

Money:

From the Money section, the admin will be able to manage and customize information such as module languages, billing currency, user rates, exchange rates, and more.

- **Setup & Configuration:** The user will be able to activate discounts in invoices, taxes, expense values, invoice items, invoice language, module languages, billing currency, and user rates.
- **Users Rate per Hour:** Displays the users with their corresponding financial details such as user rate per hour, yearly billable target value, and working days per year.
- **Default Exchange Rate:** The Exchange Rate will typically display the Entity Currency exchange rate with other defined currencies.
- **Time Entries Sales Account:** You can choose the time-tracking sales account
- **Advisor Time Entries Sales Account:** the account you want to relate to time entries recorded from the advisor portal.
- **Account Types Prefix:** Add prefixes based on Accounts types.
- **Trust Account:** Select the Account you want to use for Trust Deposits.
- **Money Dashboard:** The Manage Boards settings allow administrators to select the appearance of the billing dashboard columns.

Money Dashboard


[Save](#)

Bills:

From the bill's section, the admin will be able to determine and configure:

Bill Taxes:

List of Bill Taxes

Tax Name (English)	Tax Name (Français)	Tax Name (العربية)	Percentage (%)	Related Account	Description	Actions
VAT			11.00	Tax Receivables - USD (OL2)	VAT 11%	

Total Records: 1

Customize Bills Templates:

[Settings](#) / Bills Templates / [Add New Template](#)






List of Templates Per Entity

Template Name	Entity Name	Default	Actions
Stationary World Template	app4legal	<input checked="" type="checkbox"/>	Customize Rename Delete
template	app4legal	<input type="checkbox"/>	Customize Rename Delete
Bill Template	App4Legal-USD	<input type="checkbox"/>	Customize Rename Delete

Total Records: 3

Bills Approval Center:

[Settings](#) / Bills approval center / [Add](#)

Bill Approval	 
High Value Bills	 
Legal Approver	 

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

Thank you!