

How to Track and Manage Supplier Bills Details

Objectives

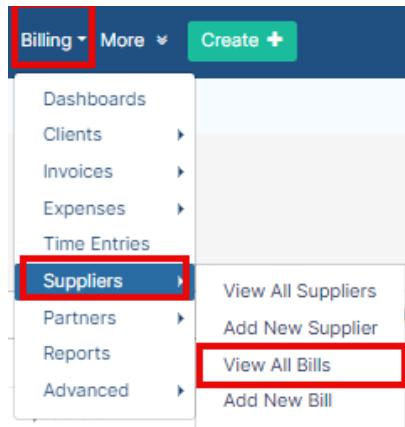
- Track the supplier bills
- Manage Bill Details (Edit/Add Comments/Approve/Record Payments/upload attachments)

Steps

The Billing module in LEXZUR allows you to handle all financial data, such as expenses, invoices, supplier bills, clients, and time logs.

To track and manage all bills shared by a supplier:

First, from the main menu click **Billing Suppliers View All Bills**.



From this grid, you can view all the bills with their details such as bill date, number, status, related supplier account, and so on.

⚠️ You can manage the grid view, add or remove columns, advance your search based on specific bill conditions, and export the results to a spreadsheet for reporting purposes.

Bill Date	Bill#	Supplier Account	Supplier Account Number	Total (USD)	Payment Made (USD)	Balance Due (USD)	Due Date	Status	Supplier Bill#	Matter ID	Matter Name	Client Name	Note
2023-12-06	BIL-0000107	SA Trading Company - USD	SUP20	2,255.00	0.00	2,255.00	2023-12-06	Overdue	M00000341	Legal Advice for Mar	Maria Smith	Maria Smith	
2023-12-06	BIL-0000106	SA Trading Company - USD	SUP20	2,600.00	0.00	2,600.00	2023-12-21	Draft	M00000341	Legal Advice for Mar	Maria Smith	Maria Smith	
2023-11-27	BIL-0000105	Brandy Translation - EUR	SUP8	1,070.00	1,000.00	70.00	2023-12-27	Partially Paid					
2023-11-10	BIL-0000104	SSC Software - USD	SUP10	5,550.00	0.00	5,550.00	2023-11-10	Draft					
2023-10-25	BIL-0000103	Common Law - USD	SUP18	300.00	300.00	0.00	2023-10-31	Paid	M00000305	DIG International ll			
2023-10-25	BIL-0000102	Common Law - USD	SUP18	200.00	200.00	0.00	2023-10-31	Paid	M00000043	Legal Advice for Adv			
2023-10-24	BIL-0000101	Common Law - USD	SUP18	555.00	555.00	0.00	2023-10-24	Paid					

To Track a specific bill, just click on the bill date. You will be directed to the Bills detailed page where you can manage the General Info, Approval Center, Payments, Attachments, and related Invoices.

General Info:

General Info Approval Center Payment Made Attachments Client Invoices

BIL-0000059 - **Draft**

Supplier * SSC Software - USD

Date * 04/12/2023 Due date * 04/12/2023 Notify me before Tax Number

Client's Account Peter Young - USD Approval Status Awaiting Approval

Related Matter Legal Advice- Peter Young

Bill Summary

Supplier Bill#	SSC Software - USD
Date	2023-04-12
Due date	2023-04-12
Bill Reference	0000059
Subtotal (USD)	2,100.00
Total tax (USD)	0.00
Total	2,100.00 USD

Bill Details

Account	Description	Quantity	Price (USD)	Client Details	Tax (%)	Amount (USD)
Accounts	IT expenses	1	2,100	Peter Young - USD	Select a Tax	2,100.00
Firm expenses	Office Supplies	1	100	Advanced Industries - USD	Select a Tax	100.00

Add New Line 

Under the **General info** tab, you can edit the Bill details, add new Bill items, and add comments as well.

 Bills can no longer be edited once they have been paid, partially paid, or imported into an invoice.

Account Description Quantity Price (USD) Client Details Tax (%) Amount (USD)

Accounts

Firm expenses	Office Supplies	1	100	Advanced Industries - USD	Select a Tax	100.00
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Description

Subtotal	100.00
Total tax	0.00
Total	100.00

Comments

No Comments

Comment 

Audit History 

 The initial status of the bill could be set from the settings as Draft or Open

Approval Center:

If the Bill details match certain approval criteria, the approval process will start.

However, the status of the bill will be automatically set to open and it will be auto-approved if there are no matching approval criteria.

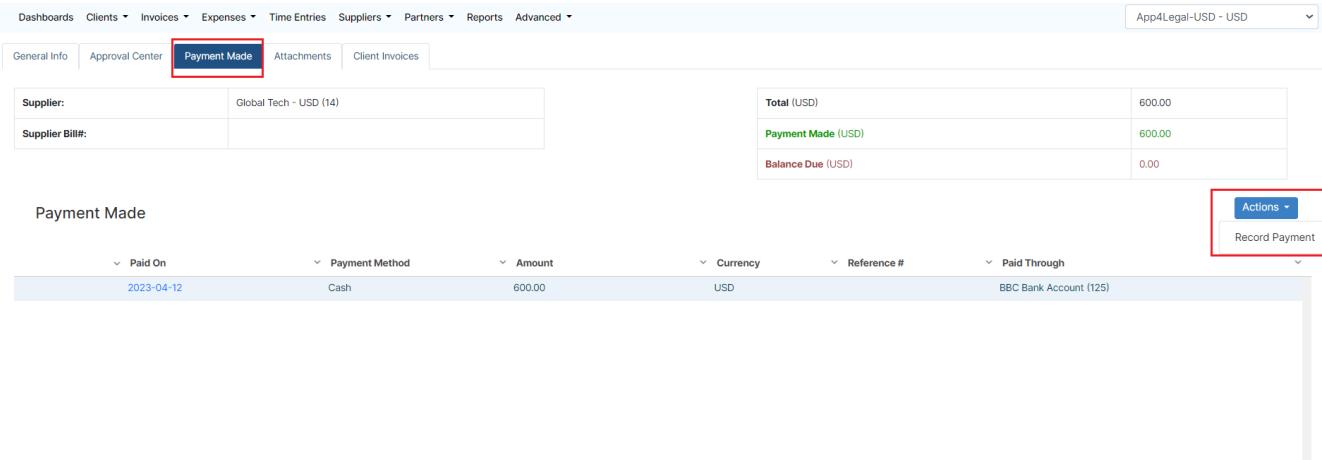
Approvers will receive an email notification, and they can then approve or reject the bill from the **Approval Center Tab**.

 The Bills Approval Center can be configured from the Billing Settings based on predefined business criteria. Learn more [here](#).

Payment Made:

The **Payment Made** Tab, is where you can view payments made on the bill and record a new one.

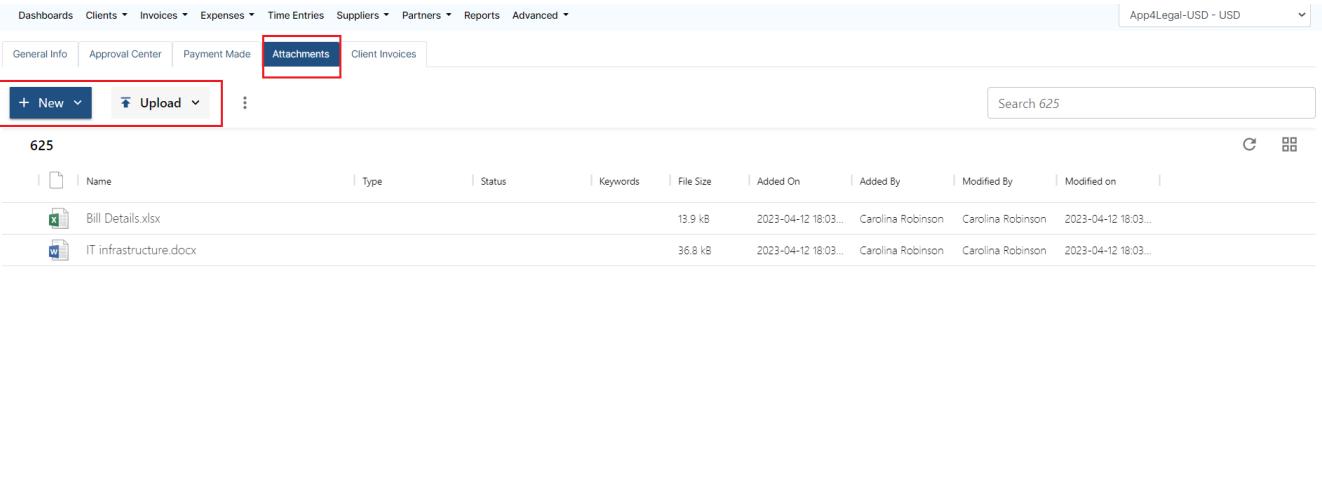
 Learn more on how to settle payments on bills in [this guide](#).



The screenshot shows the 'Payment Made' tab interface. At the top, there are tabs for General Info, Approval Center, **Payment Made**, Attachments, and Client Invoices. The 'Payment Made' tab is active. Below the tabs, there are two sections: 'Supplier:' (Global Tech - USD (14)) and 'Supplier Bill#:' (empty). To the right, a summary table shows: Total (USD) 600.00, Payment Made (USD) 600.00, and Balance Due (USD) 0.00. At the bottom, a table lists a single payment entry: Paid On 2023-04-12, Payment Method Cash, Amount 600.00, Currency USD, Reference # BBC Bank Account (125), and Paid Through BBC Bank Account (125). A red box highlights the 'Actions' dropdown menu, which contains the option 'Record Payment'.

Attachments:

From the **Attachments** Tab, you can Upload Files/Folders, and create a new folder or document related to this bill.



The screenshot shows the 'Attachments' tab interface. At the top, there are tabs for General Info, Approval Center, **Payment Made**, **Attachments**, and Client Invoices. The 'Attachments' tab is active. Below the tabs, there are buttons for '+ New' and 'Upload'. A search bar shows 'Search 625'. A table lists attachments: 'Bill Details.xlsx' (13.9 kB, added on 2023-04-12 18:03...) and 'IT infrastructure.docx' (36.8 kB, added on 2023-04-12 18:03...). A red box highlights the '+ New' button.

Client Invoices:

Bills items can now be invoiced, therefore, you can track the related invoices under the **Client Invoices** tab.

The screenshot shows a software application interface for managing invoices. At the top, there is a navigation bar with links: Dashboards, Clients, Invoices, Expenses, Time Entries, Suppliers, Partners, Reports, and Advanced. On the right side of the top bar, it says "App4Legal-USD - USD". Below the navigation bar, there is a horizontal menu with tabs: General Info, Approval Center, Payment Made, Attachments, and Client Invoices. The "Client Invoices" tab is highlighted with a red box. Underneath this menu, the title "Client Invoices" is displayed. A table follows, with columns: Related Invoice #, Client Account, Invoice Date, Status, Total, Payment Made, and Currency. The data in the table is as follows:

Related Invoice #	Client Account	Invoice Date	Status	Total	Payment Made	Currency
INV0000069	Alvah Scott - USD	2023-04-12	Open	525.00	0	USD

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

Thank you!