

How to Split Time Entries

Objectives

- Split the time entries into billable and nonbillable time.

Steps

In LEXZUR, time entries can be split into billable and non-billable amounts to accurately track and differentiate between the hours that can be invoiced to clients and those that are not billable.

From the Time Logs tab within the matter or case, you can easily split the time entries. Click on the three dots next to the time log and select "Split".

 Both Billable and Non-Billable Time Logs could be split.

M00000110 Legal opinion for Bernadette
Matter - Corporate Matter

General Info
Tasks
Reminders
Emails
Bills
Attachments
Expenses
Time Entries
Invoices
Matters
Contracts & Documents
Settings

Trust 0.00 USD
Paid 0.00 USD
Due 0.00 USD
Billable 2,000.00 USD

	Date	User	Effort	Rate	Category	Internal Status	Billable	Description	Client	Status	Related Invoice
<input type="checkbox"/>	2022-09-27	James Marven	2h (2.00h)	200		To-Bs Reviewed	Yes		Bernadette Batz	To-Invoice	
	View / Edit										
	Split										
	Delete Log										
		James Marven	2h (2.00h)	Default Rate		To-Bs Reviewed	Yes		Bernadette Batz	To-Invoice	
		James Marven	2h (2.00h)	200	Analysis	To-Bs Reviewed	Yes		Bernadette Batz	To-Invoice	

Filter
Related Entity: App4Legal-USD (USD)
User: Username
From: YYYY-MM-DD
To: YYYY-MM-DD
Balance
Total Effort: 6h
Billable: 6h
Non-billable: 0h
Total: 1,200.00 USD

By selecting the billable amount, the non-billable amount is automatically calculated, then click on "Split" to save and divide the time log.

Split time

Original time1h 30m

Date2022-01-11

Billable Amount1h

Non-Billable Amount30m

Split

Cancel

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

Thank you!