

How I Love a New Feature – Attaching Your Expense Receipts

TimeSolv is making it even easier to track expenses and bill clients accurately. With the receipt attachment feature, your practice can attach pictures of expense receipts to the client's matter file, and also provide them to clients as part of their invoices.

How it Works

From the "Expense tab", you will see a "Receipt" row, which allows you to choose a file. There are four file types to choose from, including gif, jpeg, pdf, or png. The maximum allowed file size is 10 MBs, which should be plenty to accommodate a receipt.

Once you complete the entry and upload your file, you will see the entry listed. On the right side of the entry line is a little magnifying glass icon. Hover over it to see a picture of your uploaded receipt. If you are anything like me, this feature is a huge time saver. My memory would have me moving back and forth between screens to ensure I had the correct amount. Sometimes several times. With the simple placement of your mouse over the icon, there's no need to rely on an unreliable memory.

Let's say you want to enter an expense, but you haven't yet received the receipt. No problem. The new feature allows you to attach the receipt at the same time as you make the entry, or attach it later.

When you are ready to invoice the client, the receipts will attach by default, so there is no additional work for your administrative staff. Simply, go to the "Invoice" tab and create a new draft invoice that includes time and expenses. You can then download the invoice to view the draft, along with pictures of the actual receipts. Now, if you do not want receipt copies sent

to the client, a quick change to the settings will stop the default attachments.

The hardworking folks at TimeSolv are constantly working to make the management of law firm time tracking and billing expenses as efficient and accurate as possible. Click [here](#) for a video walk-through of the new attachment feature and [here](#) to learn more about all of the TimeSolv features and how they can assist you in your law practice.

About Erika Winston:

Erika Winston is a freelance writer with a passion for law. Through her business, The Legal Writing Studio, she helps legal professionals deliver effective written messages. Erika is a regular contributor to [TimeSolv](#) and a variety of other publications.