# Tip of the Week: Split Billing

Fear no more when clients request split billing. TimeSolv allows users to split invoices in every way imaginable. Split bills for as many clients as required, and customize percentages accordingly. You can rest easy that each client will get the correct amount billed to them, and they can be confident that they are paying what they should. Split billing tools enable you to be as flexible as you need to be to cater to the unique needs of your clients. This week's Tip of the Week will walk you through on setting everything up so you can reap the benefits of catering to your clients every whim!

Firstly, you need to create what we refer to as a 'Master Matter'. This is the matter you will be entering time and expense entries against. Open up this 'Master Matter' by heading under **Clients>Clients&Matters>Split Billing**.

After clicking on the **Split Billing** tab, you will be given the option of either splitting hours and amount or splitting the hours and then calculating the total amount. Once you have chosen the split type, click on the **Add Split Billing Matter** button and add as many client-matters as you need to this split billing project.

You will be asked to set a percentage against each new client-matter added, and you must have one Matter with the '**Remainder**' checkbox enabled, to avoid any fractions of amounts going un-billed when splitting the costs.

Go ahead and start entering time and expense for the 'Master Matter' as you usually would. All the entries will be split when you create a draft invoice for the 'Master Matter' and click on the '**split**' checkbox.

It's really that simple!

If you'd like TimeSolv support to help you with understanding split billing, please call 1.800.715.1284 or Contact support.

[Contact support](#)