

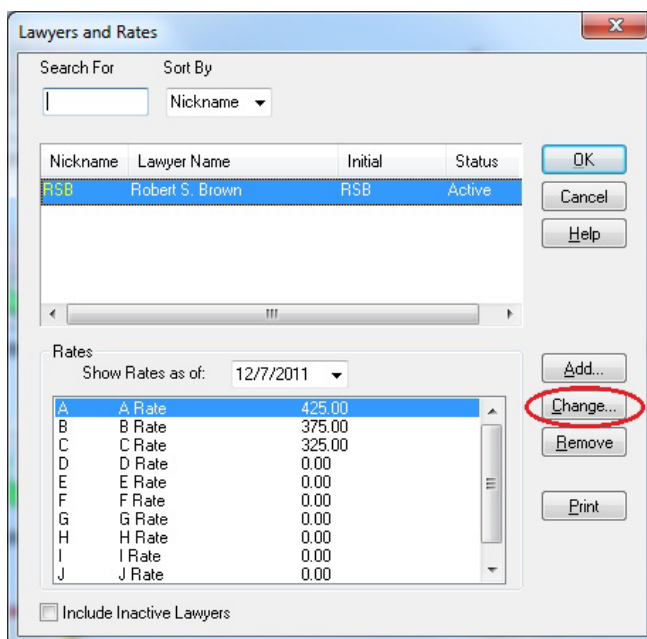


HowTo's

How To: Update Billing Rates in PCLaw

From time to time it becomes necessary to change the rates used to generate fees. PCLaw® handles this task efficiently by not only allowing for rate changes, but also includes the **effective date** of the change. Here's how:

- From the Options menu, select Lists → Lawyers and Rates



- The Lawyers and Rates window appears, displaying the current set of rates for the selected Lawyer. Click on the **Change** button to access the **Change Lawyer Information** window.

Change Lawyer Information RSB-Robert S. Brown

General Accounting Special Fields Budget Figures

Lawyer

Nickname: RSB Initials: RSB

Name: Robert S. Brown

Category: Senior Partner

Daily Goal: 7.5 Hours

Rates

Rate Changes Effective as of: 1/1/2012

Rate	Rate Name	Amount
A	A Rate	425.00
B	B Rate	375.00
C	C Rate	325.00
D	D Rate	0.00
E	E Rate	0.00
F	F Rate	0.00
G	G Rate	0.00
H	H Rate	0.00

Rate History...

* - Rate is newer than the change as of date.

- Be sure the **General** tab is highlighted
- In the **Rates** panel, set the date the new rates are to change and become effective
- Enter the new set of rates for the selected attorney
- Click **OK** to save the change
- Repeat this process for each Lawyer whose rates are to be changed
- When you have finished updating all rates, click **OK** to close the **Lawyers and Rates** window

Tip: While on the **Change Lawyer Information** window, you can click on the **Rate History** button in the lower left corner to see rates which have been assigned to the selected Lawyer in the past.

How do you use PCLaw in your organization? Are there other ways in which the program can meet your needs? Are you aware of all the features in the program? How can we help you get the most from this powerful time tracking/billing/general ledger accounting program? Be sure to contact Dana Riel or Andrea Prigot at 1-877-ELS-0555 if we may be of assistance for your training, reporting or general implementation needs.