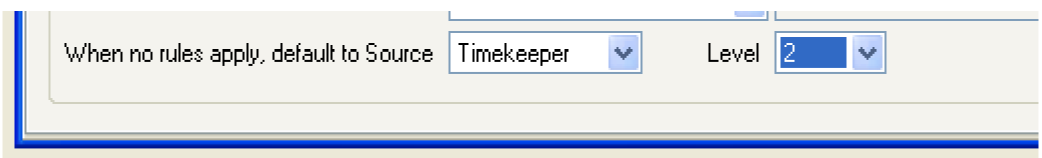
HowTo’s

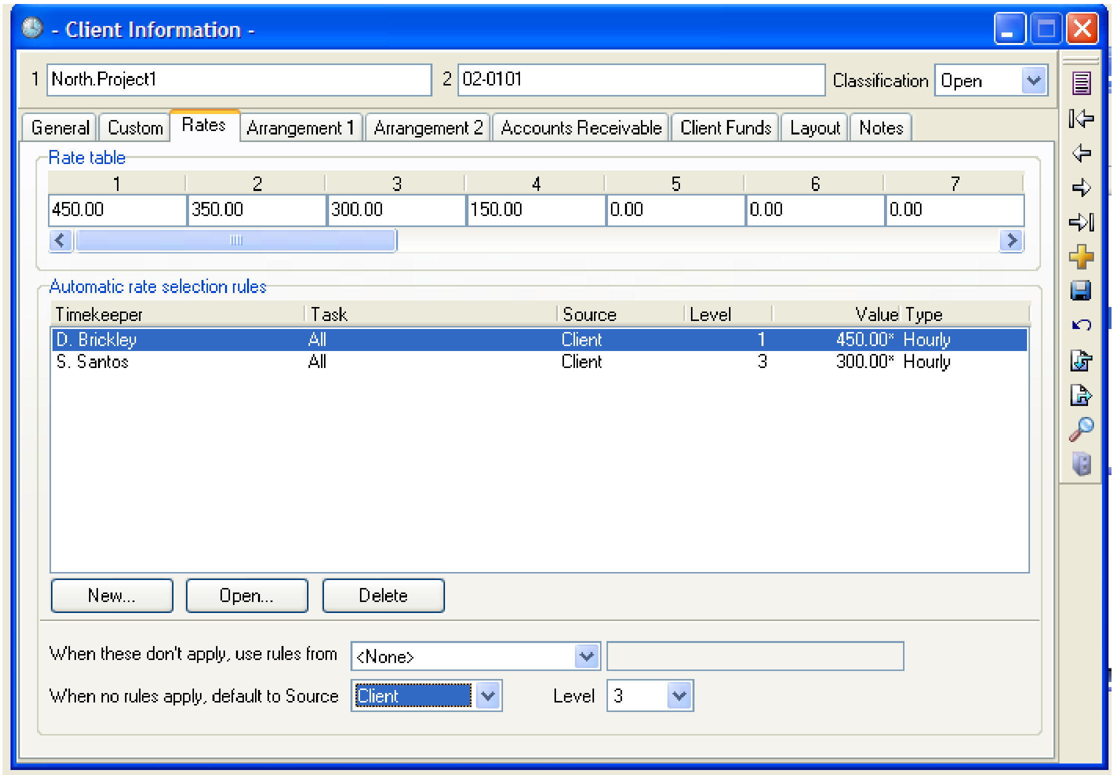
How To: Update Billing Rates in Sage Timeslips

Hourly rates can be set either by Timekeeper or by Client. Hourly rates can also be set by task, for example, a standard charge for the task “consultation.” Timeslips can handle rate exceptions, for example, when one timekeeper bills at a higher rate for a particular matter. See how your rates are currently set by going to several clients on your list and see whether the rate is coming from Timekeeper or the Client. This information can be found in Client Information in the Rates tab.

If the rate is coming from the Timekeeper, check to see what rate level is being used, for example, Timekeeper Rate 1. Check on clients/matters for different practice areas, as different rate levels may apply.

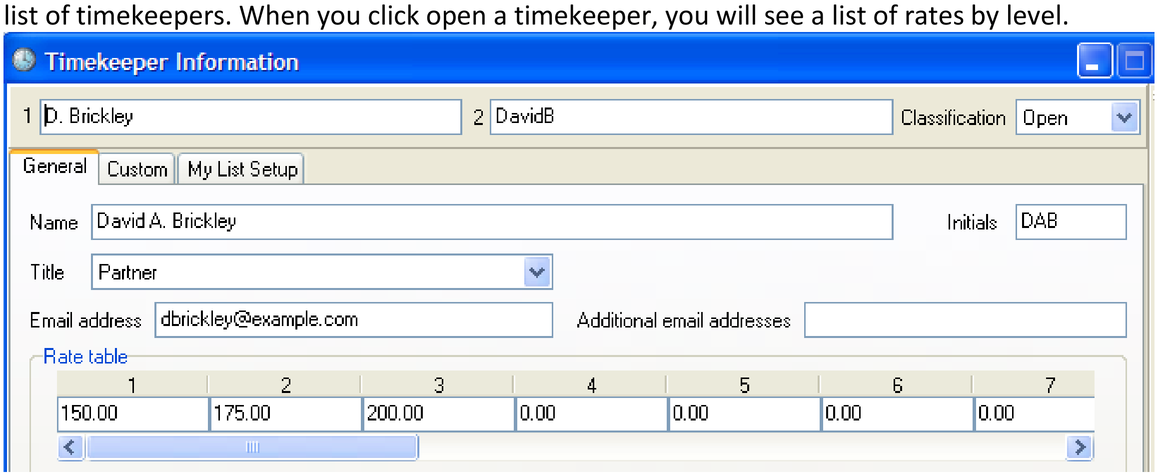


If the rate is coming from the Client, if you have more than one timekeeper in the firm, typically the rates are organized along the lines of by partner, senior associate, associate, and paralegal, as in this example:



Before changing rates, make a backup of your database.

Changing Timekeeper Rates in Timeslips
Go to Names, Timekeeper Info (this could also be called User Info or Attorney Info), to view the list of timekeepers. When you click open a timekeeper, you will see a list of rates by level.



If you have more than a few timekeepers, you can also print a report of all timekeepers and rate levels from Reports, Timekeeper, Timekeeper Rate Listing.

Look at how the rates are organized. If some clients will be left on the old rate, but others will move to a new rate, then set up the 2012 rates in an empty rate level – for example use Rate Level 5 for your attorneys' and paralegals' 2012 rates.

Ready to change the clients to reflect the new rates? Be sure to make a backup of the database. Then once the new rate level has been set up, go to Client Information, and click on the Template tab, and select the Default template. Go to Rates, and change the rate level at the bottom of the screen to the new rate level; e.g. Timekeeper Rate 5. Then click the export button to copy this rate level to the clients on your list who will be using the new rate.

Changing Client Rates in Timeslips
Again, make a backup of your database before making these changes.

Go to each client and look at the client rates for partner, sr. associate, associate, and paralegal. Change these to the new rates and click save. A wizard will come up asking if you want to change the slips in the system. You can cancel the wizard or else set a start date from which point the slips will be changed to the new rates.

If you have many matters for a single client, a typical scenario for an insurance company or corporate client, then after you have saved the new rates for the first matter on the list, stay in the rates tab, then click the export button to copy the new structure to all of the matters for that client.

How do you use Timeslips 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 Eastern Legal Systems at 1-877-ELS-0555 if we may be of assistance for your Timeslips training, reporting or general implementation needs.