

Timeslips Hidden Treasure #13 – Assigning Rate Rules by Timekeeper

Timeslips is a very robust time and billing program with many helpful features hidden within the program to make your experience with the program more rewarding.

Most law firms bill clients based on the attorney's hourly rate. This Timeslips Hidden Treasure will help ensure the correct hourly bill rate is assigned to each time slip by utilizing the rate rule functions of the system. Establishing the correct rate level in Timeslips requires using the Timekeeper information area to store various rate levels for each individual combined with the Client Information Rate screen to specify the decision as to which rate will apply to a client or matter. Rates can be modified when the slip is entered but the goal is to have each slip default to the correct bill rate every time. If your slips do not default to the correct bill rated, review the four steps below to determine the possible cause or give our help desk a call at 858.724.0044 for assistance.

STEP 1 – Assign hourly billing rates to each timekeeper by selecting Names/Timekeeper Info from the menu bar. For each timekeeper, enter rate level 1 as their most commonly used bill rate and continue entering other rates that may apply. We recommend starting with the partner bill rates and assign all other timekeepers accordingly.

STEP 2 – Assign the default rate level to a specific client or matter. Select Names/Client Info from the menu bar. Double click to open a specific client or matter. Instruct Timeslips to obtain the hourly rate based on a Timekeeper's bill rate by selecting the rate tab and at the bottom of the screen, click the down arrow next to the field named "When no rules apply, default to source" and change the option to Timekeeper. Next, select the rate level that applies to most timekeepers assigned to this client or matter. In the chart below, if rate 2 is assigned it will result in Bryce billing at \$190, Natalie at \$180 and Vanessa at \$65 per hour when their name is entered on a slip along with this client or matter.

Timekeeper	Rate 1	Rate 2	Rate 3
Bryce	\$200	\$190	\$180
Natalie	\$200	\$180	\$170
Vanessa	\$65	\$65	\$65

STEP 3 – Occasionally the standard default rate level may not fully cover the billing agreement for a matter. In this case, you have two choices. You could setup a new rate level that provides the proper bill rate for each timekeeper or if this is just a one time arrangement, assign the default rate level described in STEP #2 above that applies to most timekeepers and utilize the Automatic Rate Selection Rules function to assign rates to timekeepers who are exceptions to the rule. For example, using the chart above, if Bryce is billing this case at \$170 but everyone else is billing at their rate level #2, assign rate level 2 to the "When no rules apply, default to source" field and then select the New button to create a Rate Rule entry for Bryce. In the Rate Rule screen, select Bryce's name in the timekeeper field, change the Source field to Timekeeper and assign a different rate level or scroll up in the rate level lookup list and select None from the menu. This will provide an opportunity to create any hourly bill rate you want to

use for this individual in the Value field. Select the OK button when complete. When a time slip is entered, Timeslips will first determine if there is a Automatic Rate Selection Rules and then if the rate rule does not apply, it uses the setting in "When no rules apply, default to source" field provided in STEP #2 above to obtain the hourly rate. A word of caution here, Timeslips is designed to utilize the default rate source when possible and they provide up to 20 rate levels per timekeeper. The Automatic Rate Rules are designed only as an exception to the default rule. We recommend minimizing the use of rate rules to enhance performance of the system.

STEP 4 - Enter a test time slip for the client or matter choosing different timekeepers to be sure the hourly rate defaults properly for each timekeeper assigned to the matter. When testing timekeepers be sure to tab off of the timekeeper field to see the rate change to that employee.

If you are uncomfortable performing the above steps, one of our consultants is available on **Visions'** Timeslips Help Desk at (858)724-0044 to assist you. Telephone support calls are billed at your normal hourly rate in 10-minute increments or, if you are on a **Visions** Support Plan, there is no additional charge for telephone support.

We know that some of the most useful features of any software program are often not intuitive and hope you find this Timeslips Hidden Treasure useful in your business. Please contact me with suggestions for future "Hidden Treasures" topics or if you are interested in receiving previous issues, visit our website at <http://www.integrated-visions.com/news.html> to download.

We encourage you to forward this e-mail to friends who would find it valuable. Thank you for your interest and support.

Claire L. Barnes, President



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Phone 858.724.0044
Fax 858.792.1851
visit us at www.integrated-visions.com

Capturing an additional 15 minutes a day will increase your billable time by \$10,000 per year; call us at (858)724-0044 to find out how

Interested in a FREE 1-hour business software evaluation? Call us at 858.724.0044 or reply to this email to schedule an appointment (new clients only, please).

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