

## Detailed Course Description – PCLaw/PCLaw Pro February Workshop

### **Day 1 – Daily Tasks**

#### System Settings

- Rate Codes
- Lawyers & Rates
- Data Entry Defaults
- Banking Defaults
- Matter Defaults
- Billing Defaults

#### Workstation & Connection Settings

- Workstation Defaults
- Connecting with “this” set of books to other programs

#### Working with Matters

- Starting New Matters
- Renumbering Matters
- Using the Matter Manager
- Matter Reports

#### Time/Fee Entries

- Time Sheet Tips
- Fee Sheet Tips
- Using Task Codes Effectively
- Time/Fee Reports

#### Billing

- Prebilling Options
- Pre Bill Reports
- Billing Options
- Standard Hourly Billing
- Contingency Fee Billing
- Flat Fee Billing
- Adjusting Time/Fees Before Billing
- Transferring Trust at Billing
- Writing Invoices Up/Down
- Billing & Write Up/Write Down
- Bill Flow Manager

### **Day 1 – Daily Tasks Continued**

#### Receiving Payments

- Firm Receipts
- General Retainers
- Receiving Payments Against Invoices
- Receipt Reports
- Using Deposit Slips
- Credit Card Processing

#### Client/Firm Expenses

- Expense Recoveries
- Writing Checks
- Allocating Checks to Matters
- Using the Register Effectively
- Finding Things in the Register
- Expense Reports

#### Trust

- Trust Receipts
- Trust Disbursements
- Trust to General Transfers
- Matter to Matter Transfers
- Trust Reports

## **Day 2 – Accounting/End of Year Procedures**

### PCLaw Accounting

- Review of the General Ledger
- The “Money Flow”
- Payroll ADP Module
- 5010/1210/5210 Rules
- Auto Allocation Feature

### Template Editor

- Review of the Template Editor
- Editing Your Bill Templates

### Matter Maintenance

- Closing Matters
- Deactivating Matters
- Archiving Name, Address & Accounting
- Archiving Name & Address Only
- Destroying Matters
- Reversing Unbilled Disbursements
- Closed Files Reports

### Closing Your Month

- The Bank Reconciliation
- Adjusting Journal Entries (Should You?)
- G/L Statements
- Closing Your Month
- End of Month Reports
- Report Groups

