

PCLaw Version 9 User Training

InTouch Legal is excited to offer PCLaw User Training, a two-day class that will help maximize the use of your firm's time, billing and accounting software. The instructor, Gregory Bray, will cover in detail everything from PCLaw's basic features to **tips and tricks** that you will use daily. Existing users will have the opportunity to enhance their PCLaw skills and new users will get an excellent overview to begin using the software. Regardless of what version you are currently using, this class is sure to help you make the best use of PCLaw.

City:	Tampa Bay
When:	Tuesday, February 24, 2009 – Wednesday, February 25, 2009
Where:	Office of InTouch Legal 11370 66 th St. N., Suite 132 Largo, FL 33773 P: (727) 544-5400 F: 1 (727) 245-7200
What:	PCLaw Version 9 Training
Cost:	\$349.00 for one day; \$649.00 for both days. Includes a training manual (not the standard PCLaw manual) and lunch on both days. Space is limited; please register as soon as possible. Register before February 10 th and receive \$50.00 off your registration fee. <i>Valid only for people registered to attend Day 1 AND Day 2 of the PCLaw training class.</i>
How:	Please make checks payable to InTouch Business Consultants and mail to 11370 66 th St. N., Suite 132, Largo, FL 33773, or FAX your registration to 1 (727) 245-7200. Call Aparna Tutak at InTouch Legal – (727) 544-5400 ext. 1011 or e-mail aparna@intouchlegal.com if you have any questions.

Course Outline

The Back Office

- Maintenance of the PCLaw system
- Understanding the General Ledger
- Accounting implications of PCLaw transactions
- Allocation of payments from clients
- Auto trust transfers and retainer replenishments
- Accounts Payable
- Firm checks and receipts
- Bank Reconciliation
- Closing months & accounting reports
- Financials and Budgeting
- Creating and modifying billing templates
- Productivity reporting, *plus more!*

Form of Payment

Enclosed is a check

Make Payable To: InTouch Legal

Mail to: 11370 66th St. N., Suite 132 Largo, FL 33773

MC VISA AMEX

Card Number _____

Expiration Date _____

CID/Security # _____

Name on Card _____

Billing Street Address _____

Billing Zip Code _____

Authorized Signature _____

Registrant: (photocopy form for more than 1 registrant)

NAME: _____

NAME OF FIRM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

FAX: _____

*E-MAIL: _____

Check one: Day 1 Day 2 Both Days

Visit www.intouchlegal.com for more information on the PCLaw Workshop!

** If you are unable to attend the class, remote training sessions are available.*