

Before You Download Lexis® Back Office powered by PCLaw™ 9.2

- I have done a **FULL** backup my PCLaw data files and documents.
- I have a closed PCLaw and all other applications that link with PCLaw on all computers.

Billing

- A new feature **Matter Bill Settings** is available from a variety of features in PCLaw. Create default Matter Bill Setting profiles from Matter Bill Settings in the Options > Lists menu.
- Assign one of the created settings to an individual matter from the **Billing** tab of Matter Manager. When you create a new matter, you can assign a Matter Bill Setting from the **Main** tab of New Matter. Using the Global Change feature, you can quickly assign Matter Bill Settings to multiple matters at one time.
- Assign a specific Bill Setting Template to a Type of Law.
- A new category exists in Task Codes allowing users to create time entries and set them to No Charge. Task Code options are further improved with rate details.

Banking

- You can now perform General-to-Trust transfers.
- General Bank Journal and Trust Bank Journal report layouts can now display deposit slips details.

G/L Accounting

- G/L accounts are displayed in a multi-level tree view closely related to the views in Time Matters.
- A new token is available on G/L Statements for Date Entered.
- Sort options are improved on G/L Statements allowing users to sort by Date Entered.

ADP Payroll

- In American systems, you can now print the employee name in two formats.
- In Canadian systems, you can print out a list of the G/L mappings.

Network Traffic Analyzer

- PCLaw offers a stand-alone application that allows you to test your environment for speed-related issues without the installation of PCLaw.

Accounts Payable

- You can now add existing Expense Recovery entries to a New Payable. For expenses entered with the same Payee, click **Add CER** to display a list of existing expense recoveries.

Research

- Allocate research-related charges automatically with the new PowerInvoice integration with PCLaw. A new Cost Recovery layout allows you to download details from PowerInvoice using the LexisNexis Import format. Double-click the resulting file to let PCLaw import the charge details for you.

Australian Clients

- Towards compliance with the Law Society of New South Wales regulations, the Report Group **EOM Compliance** is updated with Date Entered criteria so you can view results as of the date the transaction was created in PCLaw.
- On the Trust Receipt, users are prevented from skipping the required fields. Changes to any trust entry are restricted.
- Report changes are made to improve compatibility with paper size A4 with a default margin of 1.5cm.