

Changing Hourly Rates for Billed Fees.

In order to change hourly rates for billed fees, you have to temporarily return billed fees to unbilled fees. Follow these steps in order:

1. Go to Statements then to Billed Statements. Select statement(s) to be redrafted and click the Redraft button.
2. Go to the Client screen, enter a new rate and answer Yes to both re-computation questions.
3. Go to Statements then to Pending Redrafts. Rebill redrafted statements.

End