

# Lexis Affinity Time Recording and Fee Sheet Operations

## KEY FACTS

### Delivery:

Online Seminar

### Course Duration:

1.5 hours

### Cost:

\$200 (excluding GST)

### Course Outline:

This course will show you how to use the Lexis Affinity Fee Sheet for efficient and accurate time capture and recording. You will learn how to easily review and edit existing time sheet entries and view your time recording against your budget requirements. The course content will include:

#### How to record time using

- Fee sheet
- Fee batch entry
- Directly against a Matter
- The Lexis Affinity Diary

#### Different methods of charging

- Fee Rate Codes
- Matter and Matter Type Fixed Rates
- Rate percentages
- Scale and item charging
- Chargeable and non-chargeable time
- Administrative time

#### How to review and edit your time

How to monitor your own daily, weekly, monthly and annual performance

### Benefits of attending the course:

- Faster and more effective recording of time
- Greater accuracy of time entry
- Easier time capture
- Improved performance reporting and more accurate and efficient bill production

### Course Delivery:

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

### Intended audience:

- The course is designed for all employees who record time for themselves or for other employees

### Pre-requisite knowledge/skills:

- General Lexis Affinity navigation
- Knowledge of searching matters and clients

### Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/LexisNexisAffinity/Webinars/> and complete the registration form.