## Codes

You do not have to use Codes, but they can be a quick way of inserting a lot of description fast.  It is also a way of providing standardized wording for certain legal tasks.   Many offices have developed standard verbiage for opening and reviewing a file.

**There is no limit to the length of code descriptions you create.**

**Interbill codes are used for entering just description or for entering description and a different hourly rate for a task (Hourly Rate Codes) or a flat amount for a task regardless of hours (Flat Rate Codes).**

**All Fee entries must have something in the hours field.  If you are using Flat Amount Codes and you are not keeping track of hours, be sure to put a zero in the hours field.**

### Description Codes, Hourly Rate Codes and Flat Rate Codes:

Interbill offers "Description Codes" with and without their own Hourly Rate or Flat Rate.   If you want to add a unique Hourly rate to a code that overrides the Client/Matter and Office Hourly rate you can establish an Hourly Rate Value Code.  If you want to add a Flat Rate to a code that overrides the Client/Matter and Office Hourly rate you can establish a Flat Amount Value Code.

You create, edit and delete all types of codes in the Codes Screen.  Select Codes from the main menu, next to the last right menu item.

There are three menu tabs on this screen:  "Description Codes"; "Hourly Rate Value Codes" and "Flat Amount Value Codes".

### Description Codes:

To **create** a new code, and description for that code, select "+New Description Code".  A new code line will appear at the bottom of the screen.   Enter your new code (up to six characters and/or numbers).  From the Type drop down menu, select the type of code Fee, Cost, Payment etc.  In the next column enter the description you want the code to expand to.

To **change** a code, double click the "Code" and make your change.   To change the type, double click "Type" and select a different type.  To change the code "Description" - double click and change, add to or modify the code description.

To **delete** a code and its description, select the code line and select the "Delete Selected" button.

### Hourly Rate Value Codes and Flat Amount Value Codes:

To **create** a new hourly rate value code, select "+New Hourly Rate Code" and proceed as if you were creating a new description code except in the last column enter the hourly rate you want to use for the code.

To **create** a new flat amount code, select "+New Flat Amount Code" and proceed as if you were creating a new description code except in the last column enter the flat amount you want to use for the code.   To change and delete "Hourly Rate Value Codes" and "Flat Amount Codes"   proceed as if you were changing or deleting a

"Description Code".

Follow the instructions for Description Codes to Change and Delete Hourly Rate Value Codes and Flat Amount Value Codes.

End 12/8/15 – 6/14/17