User Hourly Rates

Office-wide User default hourly rates are established in the Settings screen / Office Settings. The Office Setting screen is divided into two panels. The Users panel is the left panel. The User heading has three buttons to the left: **Add, Edit, Delete**. Use these little buttons to Add Users, Edit (information about) Users and Delete Users. When you add a User, fill in all the information including the Office-Wide User default hourly rate and save. To edit User information, click on the user (highlights the user panel in blue) and change the information including the Users Office-wide default hourly rate.

When you change a User's hourly rate, Interbill will ask you if want to change the User's hourly rates for all Client/Matters. Some offices only want to change User rates for new Clients or they will not want to change special hourly rates they have established for some Client/Maters which this edit will do. In this case, answer "No". If the answer is "Yes", you will be asked if you want to re-calculate all unbilled fee entries for the User.

Client/Matter hourly rates: User hourly rates duplicate into every Client Matter, but you can override those default hourly rates in the Clients screen. To create a unique hourly rate for a client's matter, in the clients screen for that client's matter, click on the users hourly rate (just the hourly rate) it will be black highlighted, enter the new unique hourly rate for this client's matter. When you do that you will be asked if you want to recalculate any unbilled entries by the user's new hourly rate. Usually you would click "Yes".

Be sure to click **Save** lower left of this screen panel.

Note 1: You can override any rate on the log screen by entering the amount you want to charge in the Fee Log Amount field and thereby overriding the hourly rate computation for the user.

Note 2: You can also establish a special hourly rate for a specific task by creating a code for that task and entering a different hourly rate for that task or a flat fee for that task. When you use the code, it will override the User's hourly rate with the task rate or task flat fee.

End 12/11/15