

# Practice Management Customer Newsletter

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## Resources

**Juris® Billing and Accounting Software Year-end Accounting Procedures**

2008 has just come to a close and as you finalize your Juris year-end accounting procedures we want to help make this process as easy as possible for you. Below are helpful links that outline everything you need to know to complete year-end procedures in Juris.

## [Juris Year-end](#)

### [Juris Print 1099 Utility](#)

If you have questions, Juris support can help. Please call 877.377.3740 for support assistance. If you are new to performing year-end, or if you prefer to have dedicated assistance to complete your year-end processes, Juris consultants are available to assist you. For more details on consulting, call 800.368.6955 and ask for your Juris representative.

## **PCLaw Billing and Accounting Software Year-end Accounting Procedures**

2008 has come to a close and to help make your PCLaw year-end accounting procedures as easy as possible for you, we have listed some helpful links below that outline everything you need to know to complete year-end procedures.

### **End-of-Year-Support Links:**

[PCLaw Support Center Pages for Year-End Closing](#) Includes:

- [End of Year](#)
- [End-of-Year Checklist](#)
- [Adding or Changing a G/L Adjustment](#)
- [1099 Forms](#)
- [PDF Document Library](#)
- [General Ledger—PDF Index](#)
- [ADP® Payroll Clients—United States](#)
- [Bank Reconciliation](#)

### **PCLaw Training Links:**

[PCLaw Year-End Preparations](#) Includes:

- Year End—Introduction
- 1099 Listing
- Bank Reconciliation
- G/L Reconciliation
- Adjusting Entries
- Printing Reports
- End-of-Month Maintenance
- Closing Month & Year

If you have questions, Juris Support can help. Please call 877.377.3740 for support assistance. If you are new to performing year-end, or if you prefer to have dedicated assistance to complete your year-

end processes, Juris consultants are available to assist you. For more details on consulting, call 800.368.6955 and ask for your Juris representative.

## Product Tips

### Product Tips

[Access a helpful Juris® product tip here >>](#)

[Access a helpful PCLaw™ billing and accounting software product tip here >>](#)

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## Product Updates

### Limited Time Offer: Free Payroll for PCLaw™ Payroll powered by ADP®

For a limited time only, get free payroll processing! Enroll now in PCLaw Payroll powered by ADP® and your payroll is free until January 30, 2009.\*

PCLaw clients, [click here](#) to learn how to enroll in the payroll solution offered to you by LexisNexis.

Note that PCLaw Payroll powered by ADP requires version 9 of PCLaw. To upgrade to version 9, contact a sales representative at 800.387.9785, ext. 2.

### Version 8 Service Release 2d for Time Matters®, Billing Matters®, and LexisNexis Total Practice Advantage™

Version 8 Service Release 2d is now available from the [Practice Management Service Center](#).

### Thanks for Voting! 2008 Law Technology News Awards

In 2008, the editors of Law Technology News asked the publication's more than 40,000 subscribers to identify products and vendors that represented outstanding achievement in legal technology in 25 categories. LexisNexis is very appreciative of the votes that gave 13 of those awards to our solutions; 9 gold, 3 silver and 1 bronze. Among those, 3 gold awards went to Practice Management tools: Time Matters, LexisNexis Total Search and Lexis® Document Profiling. PCLaw and LexisNexis Total Practice Advantage received silver awards.

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## Webinars

### LexisNexis Total Practice Advantage™ Overview

Interested in learning more about our end-to-end solution that is affordable and incorporates award-

winning resources linked and tailored to your practice? [Register](#) for an online and telephonic Webinar with one of our Practice Management specialists to find out how LexisNexis Total Practice Advantage can help you grow your client base, run your business and practice law more efficiently.

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## Upcoming Events

### LexisNexis® Practice Management Customer Training

Discover how you can harness the power of your software by attending an upcoming training course at the LexisNexis Training Center in your area or by attending our convenient Web-based training. At our Training Center, you'll receive hands-on instruction, training and reference materials, plus the opportunity to network with your colleagues and instructor—all while advancing your skill level and proficiency in the product. Please visit [pm.lexisnexus.com/training](http://pm.lexisnexus.com/training) to view the upcoming schedule and find a selection of the training options available to suit your needs.

### PCLaw™ Billing and Accounting Software Certified Users Regional Training

- [January 27 – 28 \(Toronto, Canada\)](#)
- [January 30 \(Toronto, Canada\)](#)

### PCLaw & Juris® Billing and Accounting Software Year-End Training

Announcing Year-end Training from LexisNexis. Go to [www.lexisnexus.com/training](http://www.lexisnexus.com/training) for more information about Juris and PCLaw Year-end training options.

### Juris Web-Based Training

- [January 20: Juris Year End](#)
- [January 20: Getting Started with My Juris](#)
- [January 20: Time Entry with My Juris](#)
- [January 21: Getting Started with My Juris](#)
- [January 21: Time Entry with My Juris](#)
- [January 22: Getting Started with My Juris](#)
- [January 22: Time Entry with My Juris](#)
- [January 23: Juris 1099s](#)
- [January 23: Juris Year End](#)
- [January 23: Getting Started with My Juris](#)
- [January 23: Time Entry with My Juris](#)
- [January 27: Getting Started with My Juris](#)
- [January 27: Time Entry with My Juris](#)
- [January 28: Getting Started with My Juris](#)
- [January 28: Time Entry with My Juris](#)

- [January 29: Getting Started with My Juris](#)
- [January 29: Time Entry with My Juris](#)
- [January 30: Getting Started with My Juris](#)
- [January 30: Time Entry with My Juris](#)

## **Time Matters® Practice Management Software Boot Camps and Advanced Boot Camps Training**

Boot Camps and Advanced Boot Camps training are full-day training seminars presented in cities across the country. At Time Matters Boot Camp, new users will learn everything they need to know to start using the program. More experienced users will learn advanced tips and tricks that will take their Time Matters use to the next level. Advanced Training expands on Boot Camp and provides training on some of Time Matters software's most useful and advanced features. For more information, click on the links below:

### **Time Matters Boot Camps**

[New Orleans, Louisiana](#)—2/12/2009

[Chicago, Illinois](#)—3/9/2009

[Las Vegas, Nevada](#)—3/16/2009

### **Advanced Time Matters Boot Camps**

[New York, New York](#)—2/5/2009

[Atlanta, Georgia](#)—2/17/2009

[Chicago, Illinois](#)—3/10/2009

[Las Vegas, Nevada](#)—3/17/2009

Time Matters Boot Camps and Advanced Boot Camps Training are presented by Jeffrey S. Krause of Krause Practice Management, LLC, and Neil A. Johnson of Practice Development Partners, Ltd. Together, Mr. Krause and Mr. Johnson have trained thousands of Time Matters users around the country while assisting law firms in all aspects of the program.

## **Attending LegalTech® New York in February? Stop By To See Us!**

Stop by LexisNexis booths #202 and #300 to view our Practice Management solutions. LexisNexis® representatives will be available for information or demonstrations of any of the following products:

- LexisNexis Total Practice Advantage™
- Time Matters® Practice Management Software
- PCLaw™ Billing & Accounting Software
- Juris® Billing & Accounting Software

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***Thanks for using Practice Management Solutions from LexisNexis!***

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## Pass it on!

Do you find this newsletter helpful? Recommend others to [subscribe](#) to the Practice Management Customer Newsletter.

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\*Free payroll applies only to PCLaw powered by ADP® and not other ADP products and services. Other restrictions may apply.

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