

The “Edit Charge Amount” allows you to quickly adjust either the elapsed time or hourly rate of one or more selected time entries given a charge amount.

For example, in the figure below the hourly rate is \$25, and the elapsed time is 4 hours for a total charge of \$100.

ven though the job took 4 hours, you have a minimum fee of \$200. Select the time entries you want to adjust, select “Edit Charge Amount” from the Edit menu, enter 200, and click OK. The elapsed time is adjusted to 8 hours.

owever, if you wanted to keep the elapsed time at 4 hours and adjust the hourly rate instead, click on the “Adjust hourly rate” button above, and click OK.

he hourly rate is then adjusted so that the hourly rate times the elapsed time

equals \$200.