

1. Record Nr.	UNINA9911008918303321
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Titolo	The Lawyer's Guide to Office Automation : Tools and Strategies to Improve Your Firm and Your Life
Pubbl/distr/stampa	Cleveland, : American Bar Association, 2023 La Vergne : , : American Bar Association, , 2023 ©2023
ISBN	9781639052318 1639052313
Edizione	[1st ed.]
Descrizione fisica	1 online resource (173 pages)
Disciplina	340.068
Soggetti	Law offices - Automation Office management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Title from eBook information screen..
Nota di contenuto	Cover -- Title Page -- Copyright -- Contents -- About the Author -- Introduction: Why Automate? -- Chapter 1: The Ethical and Data Protection Rules -- Part I. The First Steps toward Setting Up a More Efficient Business -- Chapter 2: Plan, Design, Lay It Out: Strategy and Workflow -- Chapter 3: How to Decide What to Buy -- Chapter 4: The Spreadsheet (the Master of Data) -- Chapter 5: Timekeeping, Billing, and Payment -- Part II. Using Forms to Capture Data and Feed It Securely to Other Automation Tools -- Chapter 6: Get to Know the Form -- Chapter 7: Forms: Beyond the Basics -- Chapter 8: Add-ins and Add-ons -- Part III. Leveraging Automation for Client Communication and Scheduling -- Chapter 9: Auto-Replies, Rules, and Notifications -- Chapter 10: Scheduling Automation -- Part IV. Generating Better Documents in Less Time -- Chapter 11: Document Assembly -- Chapter 12: Proofreading and Editing -- Chapter 13: The Fillable PDF and E-sign -- Part V. Making Your Automation Tools Work Together -- Chapter 14: Integrating Multiple Automation Apps Like Zapier with Other Software -- Chapter 15: The Multi-Step Zap or Automation -- Conclusion -- Index
Sommario/riassunto	This book provides a comprehensive guide to automating office tasks

within a legal practice, with a focus on enhancing efficiency and reducing mundane work. It covers strategies for planning and designing workflows, selecting appropriate tools, and using forms to securely capture data. The text emphasizes the importance of client communication, scheduling, and document generation. Additionally, it explores the integration of multiple automation applications to streamline operations. The author, Chris Fortier, draws on his experience with the Social Security Administration and his involvement in legal associations to offer practical insights. This book is aimed at legal professionals seeking to optimize their practice through technology.

2. Record Nr.	UNINA9910958979403321
Titolo	Backdating of stock options // Bernard T. Weinstein, editor
Pubbl/distr/stampa	New York, : Nova Science Publishers, c2010
ISBN	1-61324-210-7
Edizione	[1st ed.]
Descrizione fisica	1 online resource (108 p.)
Collana	Business economics in a rapidly-changing world series
Altri autori (Persone)	WeinsteinBernard T
Disciplina	364.16/8
Soggetti	Securities fraud - United States Stock options - United States
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Intro -- BACKDATING OF STOCK OPTIONS -- BACKDATING OF STOCK OPTIONS -- CONTENTS -- PREFACE -- Chapter 1 STOCK OPTIONS: THE BACKDATING ISSUES -- SUMMARY -- INTRODUCTION -- ILLUSTRATION OF UNDISCLOSED BACKDATING -- TYPES OF STOCK OPTIONS -- Nonqualified Stock Options -- Qualified Stock Options -- GROWTH OF STOCK OPTIONS IN THE 1990S -- The Omnibus Budget Reconciliation Act of 1993 -- Higher Marginal Individual Income Tax Rates -- Excessive Remuneration"- Section 162(m) -- The Stock Market Boom of the 1990s -- Cost Accounting Rules for Certain Stock Options -- THE EXTENT OF TIMING MANIPULATION OF OPTIONS -- THE POTENTIAL COSTS OF BACKDATING -- Costs to Shareholders -- Costs

from Earnings Hits -- Costs of Reduced Executive Performance --
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 409A) -- FASB Rule for Expensing Stock Options -- SEC's 2006
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 Incentive Stock Options -- Employee Stock Purchase Plans -- APPENDIX
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 and Seyhum -- Narayanan, Schipani, and Seyhun -- Bebchuk, Grinstein,
 and Peyer (Lucky CEOs) -- Bebchuk, Grinstein, and Peyer (Lucky
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 (Manipulation of Information Flow) -- Aboody and Kasznik
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 Subramaniam (Timing of Repricing) -- End Notes -- Chapter 2
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 PERSPECTIVE: OPTIONS BACKDATING -- ACCOUNTING AND AUDITING
 PRACTICE - WHAT HAPPENED?.
 LINGERING CONCERNS -- CONCLUSION -- INDEX -- Blank Page.

Sommario/riassunto

This text highlights the issue of backdating of stock options and its
 ramifications. Employee stock options are contracts giving employees
 the right to buy the company's common stock at a specified exercise
 price, at a specified time or during a specified period, and after a
 specified vesting period.