

10 TIME AND BILLING TIPS FOR ACCOUNTANTS

If time and billing loom over your head at the end of every month, it's time to scrutinize the systems in place at your firm to see where the issues are. Review these ten time and billing tips to uncover where you can improve efficiency at your accounting firm.



1

Use time-tracking software.

If you bill by the hour, [time-tracking software](#) enables you to run multiple timers at once, so you never lose a minute. If you bill by value, running timers ensures that you're making a profit with every client.



2

Make time entries as you work.

Don't wait until the end of the month (or even the end of the day) to log time on your invoices, because you'll forget the hours worked. Make note of the work you finish as you go so no billable time is missed.



Plan tasks out in advance.

Block out priority tasks so you're not wasting time deciding what needs to be done. Use [project management software](#) to assign due dates and keep tasks organized.



3

Keep invoices simple.

Set up a system to label invoices clearly so everyone on your team can locate what they need. To avoid client confusion, only include the [information absolutely necessary](#) on an invoice.



5

Incorporate batch invoicing.

[Batch invoicing software](#) allows you to generate, review, edit, and send all your invoices for the month at one time.



6

Accept online payments.

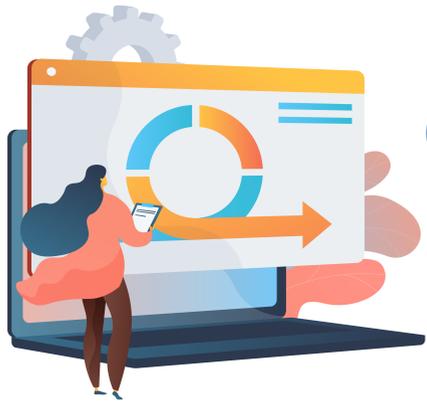
Ditch the paper checks and receive payments faster with [online payments](#). Your clients can pay invoices from their smartphones in seconds—you'll be credited funds in 24-48 hours.



7

Offer recurring invoicing.

With online payments, you can set invoices to automatically recur on a specific date each month. Clients can save their credit card information so they never have to worry about paying a bill on time.



8

Outline billing expectations with clients.

Set clear boundaries with your clients. Have a [price list on hand](#) and establish when payments are due every month in their contract.



9

Automate with software.

Automate as much as possible. Use an [accounting firm CRM](#) to collect client information to be stored in your accounting practice management software, which can be used for managing client projects, invoicing, and more.



10

Charge late payment fees.

Don't let clients treat you like a doormat. Stop chasing clients down to be paid and [charge late fees](#) so they're incentivized to pay you on time.



Mango Practice Management's robust [accounting practice management system](#) was made by accountants, for accountants. It has everything you need to speed up tedious tasks associated with time and billing. Start simplifying your time and billing and [schedule a demo](#) with Mango today.