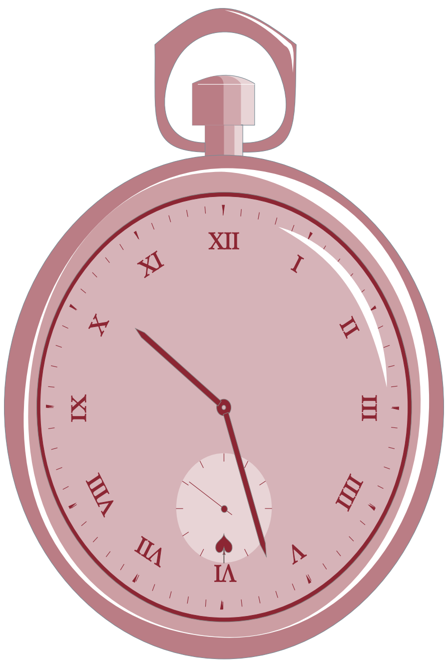
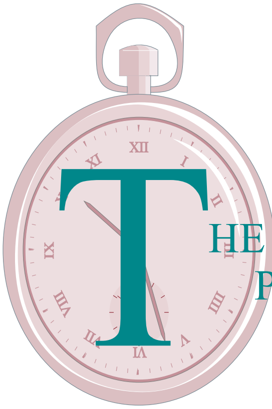
The Accountant's Partner

Practice Management Plus



THE TIME IS RIGHT!

SIMPLE EFFECTIVE ORGANIZATION!

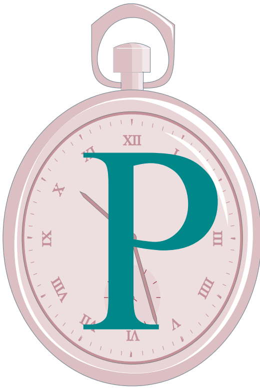


THE ACCOUNTANT'S PARTNER (TAP)

TAP has been specifically designed with the accounting and tax professional in mind. The software provides for a centralized location for the daily administration of the services your firm renders, the time consumed in performing these tasks, and the preparation and maintenance of invoices and receivables. In addition, TAP supplies its users with a place to keep contacts, prospects, letters, notes, appointments, messages and much more.

■General Features:

- Automatic installation
- Step by step tutorial
- Quick set up instructions
- On line help
- User friendly, uncluttered screens
- Unlimited number of clients
- Unlimited number of partners/ staff
- Unlimited number of services
- 10 alphanumeric character client ID code
- Integrated modules
- Network version available for
- Windows 95/98/ME/2000, XP, NT, and Novell



PRACTICE MANAGER & DUE DATE MONITOR

The task of the Practice Manager & Due Date Monitor is to organize client information and track work flow within your firm. Among some of the data it maintains is client ID, name, address, telephones, D/B/A, owners, contacts, federal employer ID, state unemployment ID and rate, sales tax number, charter number, social security numbers, business code, entity type, organization date, Sub-S election date, and year end date.

Daily assignment handling consist of . . .

1. Automatic calculation of Federal return and extension due dates.

2. Unlimited number of engagements tracking per client. Assign a description, due date, staff member in charge, starting date, target date, revision date, extension dates and completion date.

3. Work control monitoring, incomplete tasks report, monthly, quarterly, yearly and user defined services, accounts closing per month, and work sheets for recording repetitive activities.

Partial list of reports:

- Federal returns and extensions due (by date ranges)
- Accounts closing by month
- Clients by entity type
- Monthly work control work sheets
- Engagements by client
- Engagements by due date
- Engagements by service code
- Engagements by staff
- Engagements completed
- Incomplete task report
- Work control by client
- Work control by staff
- Work control worksheets
- User defined queries
- Labels and rotary cards
- Birthday list

PROFESSIONAL BILL

Automates and simplifies your complete invoicing process. Using any of its three distinct billing options, Standard Bill, Time Bill, or Quick Bill, you can easily invoice any client. All invoice text is user defined.

1. Standard Bill permits you to invoice any charge. Each invoice may contain multiple entries, each detailed with its own date, staff, description, units, and rate.

2. Time Bill allows partial or complete billing of time transactions. Choose from 16 write up/down options. List time transactions on invoice or select header billing.

3. Quick Bill is used to print invoices for those clients that are on a fixed recurring fee or retainer fee. Upon setup, a record is created containing a description of the services, its amount and corresponding frequency (weekly, bi-weekly, quarterly, semi-annually, yearly, or other). Tag desired clients and frequencies, and invoices are immediately generated.

Features:

- Ability to add clients on the fly
- Unlimited number of services per staff
- Ability to preset default rates for services, per staff
- Ability to preset billable service descriptions and text
- Unlimited number of time transactions per client
- Unlimited number of expense transactions
- Over 60 time productivity reports
- Unlimited number of recurring charges per client
- Ability to enter time transactions in batch mode by staff or client
- Detailed invoice history
- Income by services rendered reports
- 6 predefined invoice formats
- User defined invoice messages and text

TIME IT

Is your solution to automatically and accurately track time spent on client billable/non billable services. Simply select the client you or your staff is working with and start the timer. **Time It** will track the time spent on the client until you stop the timer. At the end of the day/week, simply post the generated time transactions to Professional Bill for further processing. Eliminate the hassles of manually calculating and recording time. Use **Time It** throughout your network or notebooks/laptops. (Optinal Module).

ACCOUNTS RECEIVABLE

Is an open item system. It effortlessly allows you to keep track of client related invoices, payments, adjustments and balances.

Features:

- User defined aging periods and statement messages (dunning messages)
- Ability to apply finance charges on a per client basis
- On screen client account inquiry
- On screen total A/R outstanding (open) balance inquiry
- Invoices journal selectable by date
- Adjustments journal selectable by date
- Payments journal selectable by date
- Ability to print aging report by client
- Ability to print statements by client
- Detailed customer A/R history

BUSINESS NOTES

Permits you to track an unlimited number of client related notes. A subject, event type, status, contact, initial date and follow-up date can be attached to each note. Client notes may be accessed from within any module.

Features:

- Unlimited number of notes per client
- Search and/or print notes by client ID, name, initial date or follow up date
- Create boiler plate letters
- Perform mailmerge routines
- Unlimited number of notes per staff

SCHEDULER & MESSAGES

Allows your staff to maintain and track important meetings, appointments and telephone calls. You may select to view your appointments by date, client or staff ID. The Message Board displays any outstanding calls.

- Unlimited number of messages
- Unlimited number of appointments or meetings
- Ability to transfer appointments/engagements from year to year
- View your message board at the touch of a key

CONTINUING EDUCATION/ MILEAGE

Track continuing education credits for yourself and staff, as well as print reestablishment reports. Keep your mileage log and related travel expenses as well.

TAX NOTICES

Maintain and advise clients of upcoming recurring tax deposits due.

IMPORT/EXPORT UTILITY

As comprehensive as The Accountant's Partner is, you may initially wish to import your current data. There might also be occasions in which you wish you could have your data in another format. The export utility allows you to do just that.

REPORT WRITER (Optional)

New reports are continuously added to The Accountant's Partner on a timely basis. But if your organization requires the capability to generate specialized reports, Report Writer is just the tool you want.

PDA INTERFACE

The PDA Interface utility allows you to export/import data between The Accountant's Partner desktop application and your PDA.

SUPPORT

Although simple to use and containing detailed on-line help and tutorials, our staff stands ready to assist you with any questions you may have.

The Accountant's Partner

is more than just an outstanding
practice management system,
it's simple, effective organization!