9 Fundamental TIME and BILLING Features for 2023

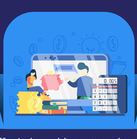
Ready to enhance your law firm's workflows and increase your billable hours in the new year? Check out these must-have time and billing features.

1 Time tracking

Precise time tracking improves the accuracy of invoices, brings clarity to project management, and informs fairer pricing for legal services.

Some of our favorite time-tracking features include:

- Analytics for individual timekeepers
- Custom abbreviations for time entries
- Multiple timers
- Offline tracking and sync
- Matter time budgets

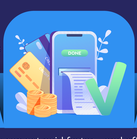


2 Expense tracking

With expense tracking software, you can stop writing off reimbursable costs and manage your firm's budget with confidence.

Use expense tracking software to:

- Attach receipts to invoices
- Gain a big-picture calendar view
- Generate easy-to-understand reports
- Set expense limits
- Create uniform abbreviations for common expenses



3 Online payments

With easy-to-use legal-specific payment processing, you can get paid faster—and offer clients more convenience.

Online payment software allows you to:

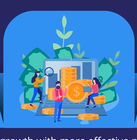
- Store card information
- Accept credit cards, debit cards, and ACH payments
- Avoid surprise fees
- Receive next-day funding
- Process batches in one click
- Access a secure client portal
- Sync with familiar tools like QuickBooks or Xero

4 Trust accounting

Made-for-legal accounting software allows you to protect client funds and uphold industry standards for security.

Features include:

- Automatic transfers to pay invoices with trust
- Built-in compliance safeguards
- Integration with invoicing software
- Three-way reconciliations + additional reports
- Trust replenishments via credit card

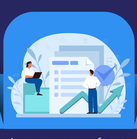


5 Budgeting

Use budgeting tools to generate opportunities for firm growth with more effective money management at an organizational and matter level.

Use budgeting software for:

- Creating detailed project plans
- Limiting time tracking when budgets are met
- Estimating matter costs
- Tracking matter-by-matter budgets
- Generating real-time reports
- Easy monitoring with visual cues

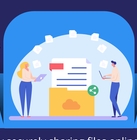


6 Project management

Stay on schedule—and on budget—with firm-friendly project management features.

Legal-specific project management features allow you to:

- Save templates for future matters
- Keep track of matter milestones
- Automatically invoice when milestones are met
- Share matter plans and budgets
- View simple overviews of matter-by-matter progress

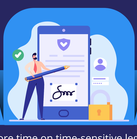


7 File-sharing

Achieve seamless collaboration and faster workflows by securely sharing files online.

With secure file-sharing software, you get:

- Audits of user activity and sharing
- Custom tags and folders
- Document descriptions
- Multiple versions with rollback
- Quick view of files
- Templates for document automation
- Unlimited storage

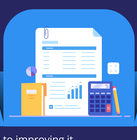


8 eSignature

Spend less time on meetings and signing errors and more time on time-sensitive legal matters with legally binding eSignatures.

eSignature tools offer:

- Automated notifications and reminders
- Compliance with legal security standards
- Enhanced authentication
- Signatures requested via multiple routes, including client portal and email
- Mobile-friendly interface
- Quick view
- User management



9 Reporting

Understanding your firm's performance is the first step to improving it.

With legal reporting software, gain access to:

- Multiple reports
- Project management details
- Simple-to-use dashboard
- Timekeeper-specific reports
- Viewable reports in multiple formats

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