

HOW TO ELIMINATE 2024 TAX SEASON HEADACHES WITH PRACTICE MANAGEMENT SOFTWARE

Solve the 5 biggest challenges
of tax season with the right tools

January 1 is behind us, and that means it's the beginning of tax season – a time many accountants dread due to the high pressure, immense workload, and intense demands that often lead to 12-hour days and weekends spent in the office. But things don't have to be that way.



Practice management software can be a huge asset during this part of the year. The right software can help you simplify workflows, reduce your non-billable hours, and get more of your personal life back during a time when work dominates many of our days.

Everyone's tax season experience is different, but we've found most types of accountants run into one or more of the five headaches listed below. This guide will identify and describe those challenges, then explain how the right project management software can help you overcome them with helpful solutions that address your biggest challenges.

5 Biggest Challenges of Tax Season

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1 Project Management
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3 Client Communication
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4 File Sharing and e-Signature
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Let's get started.

Headache #1:

Project Management

During tax season, it can feel like your normal project timelines get compressed. Sometimes they actually are compressed, due to urgent requirements that pop up from clients who need to meet their own set of deadlines.

Biggest challenges:

- *Assigning the right tasks to the right people*
- *Staying up to date on the status of all projects*
- *Making sure project communication is efficient*

With the right practice management software, you can cut down on tedious, non-billable administrative tasks by streamlining your workflows and focusing on the things that really move the needle during the most important time of the year.

Solutions:

- **Create repeatable task templates** so your team doesn't have to make them from scratch
- **Delegate tasks effectively** using clear steps and deadlines
- **Stay updated on project status** for each of your clients

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Headache #2:

Document management

Where exactly did you put that file? It seems like documents are more prone to being misplaced during tax season, when you have a lot more than usual going on. With the right software, keeping all the most important files together and accessible becomes a snap.

Biggest challenges:

- *Managing a large number of printed documents*
- *Organizing files by client to keep information accessible*
- *Protecting sensitive client information from leaks or security breaches*

Using well-designed practice management software, you can exchange your outdated paper filing system for a digital document management software, helping you spend less time searching for important misplaced documents like 1099s or Schedule K-1s.

Solutions:

- **Use automation on tedious tasks like printing and binding tax returns**
- **Organize relevant files with customizable folder templates**
- **Preview documents instead of downloading them to potentially unsecured hard drives**

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Headache #3:

Client communication

In the accounting world, we typically need client input at multiple points during the timeline of a project. If you don't have a streamlined, efficient method of getting in touch with your clients to send and receive the approvals you need, it can cause a serious delay in a project, which can then have a ripple effect on the rest of your client work.

Biggest challenges:

- *Communicating effectively with clients*
- *Getting approvals and input in a timely fashion*
- *Addressing client concerns and questions*

In all aspects of communication with clients, it's critical to be timely. With a client portal, you don't have to worry about missed communications sitting in a flooded inbox, or getting accidentally routed to a spam folder where your team misses it.

Solutions:

- *Use **centralized storage** locations with unlimited capacity*
- ***Upload relevant documents** so clients can easily access them on their own schedules*
- *Provide **answers to client questions** quickly as they come up*

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Headache #4:

File sharing and e-Signature

Even if you've already gone completely digital this tax season, there are a number of challenges involved with managing files and getting clients to sign them. If you're constantly forgetting where exactly you stored your files or having trouble getting the right people access to the files they need, you won't be able to fully maximize the benefits of digital file sharing.

Biggest challenges:

- *Making sure clients can access the files they need*
- *Keeping files safe without making them arduous to access*
- *Collecting client signatures in an easy and timely fashion*

With project management software, you can cut down on the back-and-forth emails and cluttered inboxes that often characterize file sharing with clients today. The best software will also include bank-level e-Signature tools to quickly and easily get approval on critical documents.

Solutions:

- **Securely share and access client accounting files on any device, from any location**
- **Keep all client communications and documents in one secure location**
- **Get legally-binding eSignatures in just a few clicks**

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Headache #5:

Time tracking and billing

Billing and invoicing are the lifeblood of your business, while time tracking helps ensure your employees are working efficiently and not being overloaded with too much work for too long. Much higher workloads are common during tax season, but it's not sustainable to have them year-round.

Biggest challenges:

- *Helping employees accurately and conveniently record their hours*
- *Sending client invoices and getting them paid on time*
- *Understanding the time investment required for typical projects*

Software for practice management can help ensure profitable pricing and budgets for all projects you decide to take on. Accountants can face a high risk of burnout during tax season, which is another big reason to use time tracking and billing software to make your team's work more efficient so they don't have to log as many hours.

Solutions:

- *Efficiently **log project hours** to determine how long each project takes your firm*
- *Use employee data to create a **profitable billing structure** for common projects*
- *Make **key staffing decisions** so your team isn't overloaded during tax season*

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Tackle tax season with Mango!

Whether you've got a global client base with major enterprises or serve a smaller number of local clients, We know firsthand some of the major struggles of tax season – so we developed smart, effective solutions to solve them.

Ready to start the year out strong?

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