## The Ultimate Guide to Xero Practice Manager: Everything You Need to Know

Xero Practice Manager is the leading practice management software for accounting firms. It's a cloud-based software that helps firms manage their time, billing, scheduling, clients, documents, and reporting.

This comprehensive guide will cover everything you need to know about Xero Practice Manager, including its features, benefits, and pricing. By the end of this guide, you'll be able to make an informed decision about whether Xero Practice Manager is the right software for your firm.





: 274 pages

#### **Features of Xero Practice Manager**

Print length

Xero Practice Manager is packed with features that can help your firm save time and money. Here are some of the most popular features:

- Time tracking: Xero Practice Manager allows you to track time spent on tasks and projects, so you can bill clients accurately and identify areas where you can improve efficiency.
- Billing: Xero Practice Manager makes it easy to create and send invoices, track payments, and manage receivables.
- Scheduling: Xero Practice Manager helps you schedule appointments and meetings with clients and staff.
- Client management: Xero Practice Manager helps you manage your client relationships, including contact information, notes, and documents.
- Document management: Xero Practice Manager allows you to store and manage all of your firm's documents in one central location.
- Reporting: Xero Practice Manager provides a variety of reports that can help you track your firm's performance, identify trends, and make better decisions.

#### **Benefits of Xero Practice Manager**

There are many benefits to using Xero Practice Manager, including:

- Improved efficiency: Xero Practice Manager can help your firm save time and money by automating many of your tasks, such as time tracking, billing, and scheduling.
- Increased productivity: Xero Practice Manager helps your staff be more productive by providing them with the tools they need to do their jobs effectively.

- Improved client satisfaction: Xero Practice Manager helps you provide better service to your clients by giving you the tools you need to manage your relationships effectively.
- Increased profitability: Xero Practice Manager can help your firm increase profitability by helping you identify areas where you can save time and money.

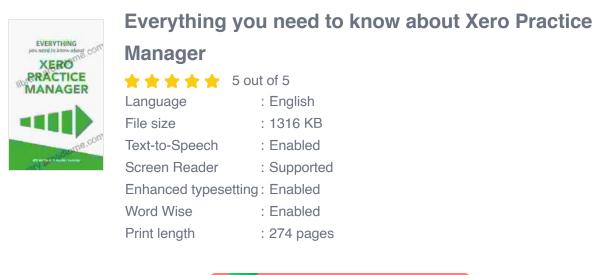
#### **Pricing of Xero Practice Manager**

Xero Practice Manager is priced on a per-user, per-month basis. The basic plan starts at \$20 per user, per month. The premium plan starts at \$30 per user, per month. The premium plan includes additional features, such as advanced reporting, project management, and document automation.

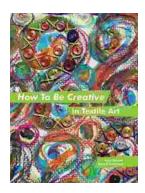
#### Is Xero Practice Manager Right for Your Firm?

Xero Practice Manager is a great option for accounting firms of all sizes. It's easy to use, affordable, and packed with features that can help your firm save time and money. If you're looking for a practice management software that can help you improve efficiency, increase productivity, and improve client satisfaction, then Xero Practice Manager is the right choice for you.

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