

# Firm Central – Transcript

## Time and Billing

Time – is it really on your side? How well is it working for you? Every single second that ticks by reminds you of the many demands on your time and how difficult it can be to accurately capture how you spend it before it simply floats away – not to mention billing it in a timely, efficient manner. If that's a potential problem in your practice, you need to spend time with Firm Central Time and Billing, from Thomson Reuters. Firm Central is the practice management tool for small and solo firms that's built for the practice you and the business you. And Time and Billing is integrated directly into Firm Central so you never have to jump here, there, and everywhere to keep everything straight. Whatever you need is right there, ready to work for you, whether you're in the office or on the road. You can see every matter for every client at a glance, including outstanding balances. You can also set up specific fee arrangements for each client, and even generate billing groups by how you bill. Time and Billing offers you multiple ways to track and enter your time. You can put the time you spend into a running timesheet for a particular client and matter, or use the timer to pinpoint the time you spend on a phone call, in a meeting, or working on a matter and it automatically records the right time in the right place. Easily switch over to enter any expenses incurred on a given matter. You can access the pre-bills function to make sure all your billing information is in order, make changes, and then generate an invoice, and make payments, or track invoices quickly and with virtually no effort. And you can rely on Time and Billing to handle any trust account management activity, including having payments automatically deducted from the trust. Everything about Time and Billing is integrated directly into Firm Central so whatever you need to manage your business is easy to find and easy to use, including integrating with QuickBooks so all of your practice financials are working together. Firm Central Time and Billing – this is the easy, accurate, intuitive way to make sure time stays on your side.