

Day in the life of a accountant in the next normal

Charlotte Smith, Partner at Andrews & Brown Chartered Accountants.



6:30am – Charlotte logs on to **IRIS Accounts Production** from home via **IRIS Hosting** to check today's office rota on **IRIS Practice Management**. Staff are working in parallel teams.



7:15am – Arrives at the office and quickly catches up on staff timesheets and work in progress, which are managed and recorded through **IRIS Time and Fees**.



8:30am – Practice Manager Julie is called to pick up her son whose school is closing due to positive COVID tests. She leaves but will resume work remotely on **IRIS Accountancy Suite** using **IRIS Hosting**.



11:45am – Charlotte changes a newly married client's surname using **IRIS Fixed Asset Register**. It automatically updates every record, including **IRIS Company Secretarial**, which prepares forms ready for Companies House.



10:55am – Paul, a tax specialist, is away, looking after his mum, as she recovers from COVID. He completes work for client deadlines remotely via **IRIS Hosting**, using **IRIS Accounts Production** and **IRIS Personal Tax**. All changes are automatically logged in **IRIS Practice Management**, giving Charlotte instant visibility.



1:10pm – Charlotte's long term client Bill, who used to bring bags full of receipts to the office, but is shielding, submits his first batch of digital receipts via **IRIS Snap and KashFlow**.



2:25pm – A potential new client logs an enquiry on the website. Automatically, **IRIS WebPortal** texts the details to Charlotte's mobile.



4:00pm – Charlotte, working in Team A, finishes her shift, and seamlessly hands over to fellow Partner Martin due to tracking and job visibility in **IRIS Practice Management**.



7:15pm – A client rings the office, which is now closed. He needs documents. Martin gets the call at home via **IRIS Cloud Telephony**. Using **IRIS Docs** he shares documents without breaching tonight's new curfew.



5:10pm – Martin receives tax return documents and e-approvals from clients via **IRIS OpenSpace**. Faster than post, it's also removed the need to handle mail.



4:20pm – Breaking news: a local lockdown will start in two days. Offices must shut but Martin's outsourced payroll system, **IRIS Managed Payroll**, ensures staff will be paid on time, while **MyEPayWindow** gives them access to payslips.