## **CPA**

## Practice **Advisor**

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ACI Systems Inc. — TaskTracker

800-749-3554

## http://acisystems.net

ACI TaskTracker is a simple due-date tracking program developed for accounting and tax firms, offering tools for monitoring federal and state compliance due dates. While the system is primarily focused on income and franchise tax returns, and includes more than 150 predefined reports for those items, it also has features for tracking payroll and other annual information returns, including 940, 941, W-2, W-3 and 1099.

TaskTracker also offers customization options that enable users to track deadlines for accounting purposes, such as write-up, bookkeeping, financial statement generation, year-end planning functions and keeping up with IRS notices.

Installation is simple, with the ability to import client data from spreadsheet and CSV formats, and smart-entry fields that can automatically enter due dates and extension dates. TaskTracker's interface opens into a traditional workscreen centered on the client selection and overview screen, which uses a spreadsheet view to display summary information and dates, with the ability to filter by client, task, workflow functions, staff or other criteria. System features are accessed via an intuitive icon toolbar across the top of the screen.

Job tracking options allow automatic roll-forward of projects, and simplified job

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