

2015 Review of ImagineTime - Time and Billing

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From the [2015 reviews of Time and Billing systems](#).

Best Fit

Designed primarily for both accounting and law firms, ImagineTime is a complete Practice Management Solution offering time management, complete billing capability, and solid reporting options. ImagineTime is available as either a desktop version, or as an online version hosted by ImagineTime.

Product Strengths:

- Product uses a ribbon-style menu similar to Microsoft Office for easy system navigation
- ImagineTime integrates with several popular applications including Lacerte, Drake, ATX, ProSeries, and QuickBooks
- Product easily support multiple system users
- Syncs with Microsoft Outlook

Potential Limitations

- ImagineTime just came out with an Android mobile app, but does not currently offer an Apple app

ImagineTime utilizes a Microsoft Access database to deliver a comprehensive time and billing software product designed accountants, CPA's, and tax attorneys. The Time & Billing module is available as a stand-alone product or can be integrated with the complete suite of products available.

Basic System Functions – 5 Stars

ImagineTime is available as both a traditional desktop solution as well as ImagineTime Cloud – a cloud based version of the original product. ImagineTime's user interface is similar to Microsoft Office products, with a ribbon-style interface. The user interface can be customized to suit the needs of any firm. Users can easily access clients by clicking on the Clients/Contacts option on the menu. Once a client is chosen, users can access the additional tabs available. Here, users can also choose how to manage time, by entering after-the-fact time data or by utilizing the system timers.

Along with client management and time and billing functions, users can also access payment information, process statements, and run reports directly from this main interface. ImagineTime also features an alternate menu, which contains four main categories; Data Entry, Daily

Reports, Management Reports, and Utilities. The product also contains good system security features, with users able to restrict system access in specific areas as needed.

Time Management Capabilities – 5 Stars

The time expense entry screen offers users multiple options to manage time. Here, users can enter both chargeable and non-chargeable time, as well as any related expenses. ImagineTime offers unlimited system timers that can be used simultaneously. A pause option allows users to stop the time and easily restart when ready. Entries are automatically created once the timer is stopped.

Users can enter default billing rates in ImagineTime, and specific roles can be assigned to employees based on work type completed, as well as client. Multiple billing rates are supported in ImagineTime as well. Rate templates are available in the product, making product setup easier. Time can be reported by task, work code, or engagement and management can assign staff members a password to allow them to enter their own time data. An approvals option is available that ensures that all time data entries are approved prior to final processing.

Invoicing Functions – 5 Stars

The billing dashboard in ImagineTime offers users an organized way to handle all billing. The Quick Find option allows users to quick search for a client or clients, and the dashboard displays relevant information such as client ID, business or client name, unbilled amounts, as well as the option to select the bill type desired. Users can also choose the billing format and design they desire, with the ability to choose additional or more custom formatting options including a custom header for each bill processed.

Hyperlinks are available that allow users to access additional client information such as an invoice and payment history. Recurring monthly charges can be added to an invoice with a single click, and all bills can be printed from this screen as well. Invoices are not processed and posted until they have been previewed and/or printed.

Management Features – 5 Stars

ImagineTime has an excellent selection of reporting options, including both daily and monthly client reports, with additional reports such as Engagement Budget to Actual, Activity Reconciliations, and a Client Aging report among those available. Productivity reports such as Staff Hours by Month allow managers to review staff hours and productivity levels over a specified period of time. The Pre-Billing report summarizes all work in progress and is arranged by client, with summaries arranged in an aged format. The Due Date report provides a list of all invoices and their respective due dates and a Custom Report Wizard makes it easy to create a custom report if desired.

Integration/Data Management – 5 Stars

ImagineTime offers an optional software integration module that integrates with several popular tax programs including Lacerte, UltraTax, ProSeries, ATX, and Drake, with users able to import client data including names, addresses, email, and telephone numbers. An Android app, ImagineTime Anywhere was recently released that allows users to record time and expenses from any Android device, and is available by subscription. ImagineTime also offers integration with QuickBooks, with users able to import QuickBooks data directly into ImagineTime, and just added the ability to import time slips from QuickBooks as well. Users can opt for simplified or advanced integration, which allows users to synchronize subsidiary ledgers. A 'Getting Started' utility screen is available to assist users with the initial integration setup. The

optional CRM with Microsoft Outlook integration and email blaster offers easy sync capability between ImagineTime and Microsoft Outlook, and the email blaster allows users to quickly send messages to select groups of clients and contacts.

Help/Support – 5 Stars

Users can quickly access the ImagineTime help function by simply clicking on the question mark in the upper right hand corner of the screen. Silver, Gold, and Platinum level support options are available with all including access to system support via email and telephone. An online manual can be downloaded from the website, and users also have access to FAQ's from the website as well.

Summary and Pricing

ImagineTime offers excellent time and billing functionality, as well as solid invoicing and reporting capability. Pricing for the desktop version of ImagineTime starts at \$295 for a single user. ImagineTime Cloud starts at \$25.00 per user per month. Optional modules including Finish Line, Add-On Workflow, and Calendar and Contact Management are available at an additional cost.

2015 Overall Rating - 5 Stars

