



"ImagineTime"
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CPA Magazine
August 2006

ImagineTime, Inc., in Bostic, N.C., was founded by a CPA with a strong technology background. Several other CPAs serve as senior managers. With ImagineTime also concentrating on developing software for smaller accounting and consulting firms (up to 40 users), the tools and features incorporated into the company's Time and Billing application reflect that corporate perspective and market focus.

Features

ImagineTime installs on PCs using Microsoft (MS) Windows 98 or newer versions of the Windows OS. Add-ons extend Time and Billing access to Palm portable devices and integrate client contact and calendar information with MS Outlook. Data imports from Lotus and MS Excel spreadsheets, with additional data conversion services available from ImagineTime.

Time and Billing offers three versions of its main screen, with the Original Menu screen listing options and related function keys for individuals preferring the keystroke navigation style deployed by legacy systems. The Sidebar main screen includes a pane of links that open various functions, while the Icon screen features pull-down menus, toolbar icons and pop up windows commonly associated with MS Windows-based applications. Managers establish access privileges for various users.

ImagineTime records and retrieves client information from the Enter/Edit Client screen. Client contact information, as well as assigned partners and staff members appear, as do current billings, outstanding balances and work in progress. Various icons link to more detailed contact, fee, engagement and scheduling information. Searches locate client data based on client ID, name or type of engagement. Search options also encompass inactive clients.

Staff information enters on a similar screen. Icons link to screens detailing fee and expense designations, user permissions and options, and relevant certification and CPE coursework completed. This [employee time tracking and management software](#) has it all.

Work codes, descriptions and related fees enter in the Work Codes and Master Engagements screen, as well as applicable sales tax rates. The Time and Expense screen records time and expenses by individuals for various dates and clients. Time and Billing also accepts after the fact entries, while an optional timer lets users record exact start and stop times for various tasks.

In addition to posting current billings for invoice, the Payment entry screen allows managers to unpost particular billings in case of errors. The screen displays current accounts receivables totals for clients. Billing data sorts by client ID, name or invoice.

Due date monitoring with task and project management features control the flow of important tax and other firm deadlines. Use the task management features to schedule work for your staff, as well as print reports that compare budgeted and actual hours by task, tax form and engagement/project. The Billing Dashboard provides access to all relevant data and tools required for billing and invoicing functions. Drill down capabilities display client invoice and payment histories, as well as pending bills, unbilled timeslips and current balances.

Clicking on the Billing/Invoice Options button lets users determine the format and amount of information to be presented in invoices. Reusable billing templates allow for easy generation of follow-up invoices for balances not paid, while statement templates provide documentation for aging accounts and unpaid balances requiring collection activity.

Billing activity report categories include client, partner, date range, total activity, work in progress and new activity. Aging and reconciliation reports provide similar options. Daily/monthly reporting options address payment, work hours, expenses and invoice totals for an entire firm, as well as performance assessments for partners or individual staff member.

Help menus and a comprehensive online manual provide immediate assistance. ImagineTime offers Silver, Gold and Platinum annual plans that include program upgrades and varying levels of phone support. The company also offers on- site and web-based training.

Summary

Time and Billing's features and functions reflect ImagineTime's focus on serving accounting firms. Its default menu selections, screens, functions and data field descriptions fit the work flows and responsibilities of a typical small (up to 40 users) accounting firm. User-defined settings allow for further customization and allow managers to incorporate access privileges and restrictions for individual users. Add-on options integrate data with Microsoft Outlook and Palm portable devices. All told, Time and Billing delivers great value for the market it serves.