



"Review: Time & Billing Software"

[The Progressive Accountant](#)

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ImagineTime synchronizes with Microsoft Office Outlook and offers a familiar user interface. It allows users to record chargeable and non-chargeable time and expenses, either after-the-fact or using running timers that pause, restart, and create billable slips with the push of a button. Hourly rates can be set for individual staff members or can vary based on five-character work codes applied to individual clients.

When you're ready to bill, invoices can be created from standard templates or customized to meet your firm requirements. Invoices can be generated in batch by type of work or individual customers or on an as needed basis. Transactions can also be integrated with QuickBooks to simplify the accounting process.

Reports include built-in realization reporting that captures write-ups and write-downs, snapshots that show the profitability and performance of each client, and client and staff performance reports. A reporting wizard lets users build their own reports.

Built on a Microsoft Access database, the application includes the following add-on modules: due-date monitoring, document management, calendar, staff scheduling and contact management.