"ImagineTime"
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Simple yet sufficient, ImagineTime provides an elegant time and billing application. Robust in both setup and reporting, it accomplishes the objectives most firms seek: an efficient and effective solution.

The Main Menu provides navigation to the four main aspects of the program. Data entry forms are where client setup, time entry, staff and payments occur. Reports/Daily includes daily and monthly time, invoices and payments, realization reports and client statements. Reports/ Management provides the client snapshot report, key management information and forecasts. Utilities provides housekeeping items like file maintenance and repair utilities. Navigation is facilitated by a sidebar menu, used to access the most frequently used menu options. This can be tailored by user level.

Setup includes entering staff names, rates and permission levels, client names and addresses and system-wide options. The Enter/Edit client screen is a comprehensive one-stop shop window where you can enter and view client name and address information, set up fixed fees and superbills, review client invoices, payments and work in progress and analyze client profitability. Included also is a scheduling, due-date monitoring and task management system. Rate templates allow you to create and assign rates to staff based on their level. You can set up individual rates for each staff person, assign a general default rate or assign specific hourly rates to specific types of work.

You can enter time using the after-event screen or the slip timer. Both methods record chargeable and non-chargeable time. The remote transfer option allows recording of time on a separate computer that can then update the home office. Another entry method is using the optional calendar/scheduling program. Once time is captured, the edit/view transaction screen displays information by date and transaction type, allowing edits and reviews of outstanding invoices and payments. The billing dashboard is the focal screen within ImagineTime from which just about any function is accessible, including bill generation, invoice viewing and write-offs. Bill formats include detail slip, progress bills, fixed fee bills and Superbill templates which are created to address a wide variety of billing situations and can then be copied to multiple clients. Bills can be output to PDF format.

Most of ImagineTime's reports are date sensitive, allowing the user to print balances as of any prior date and time. Payments, invoices and time slips posted after the cutoff date are automatically rolled back. Management reports include reports and graphs on staff performance, plus due-date monitoring, task management, tax tickler reporting and repetitive fee setup. The client snapshot report reflects client activity, aging and realization for the period selected, filtered by billing partner. The management reports provide staff contribution and chargeability information each month and for the year. The report wizard allows you to create custom reports via flexible sorting and filter criteria. Features include a group calendar that integrates with Outlook allowing due date and task tracking.