"Time and Billing Software"
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Imagine Time continues to improve by adding new functionality, ***further solidifying its place as a premier time and billing solution.*** This latest version incorporates electronic customer billing and credit card and ACH funds collection, a feature much appreciated by medium and larger-size firms.

Navigation from the main menu provides easy access to the many important program functions. The various screens facilitate setup of staff names, rates, permission levels, client names, addresses and system-wide options. Once setup is complete, you are then ready to enter time, create invoices and post account payments. The optional icon bar provides power users access to their most frequently used options. Various utilities access files maintenance and repair options. The Enter/Edit client screen allows entry, editing and viewing of several engagement-specific items, including client name and address, fixed fees, superbills, client invoices, payments, work in progress and client profitability.

Special features include scheduling, due-date monitoring and task tracking. Billing efficiency is promoted by reusable rate templates that default assigned rates to various staff levels or specific types of work.

The slip time and screen timer provide on-the-go or after-the-fact entry of billable and non-billable time.

Billing personnel can also record time while at the client site and then later use the remote transfer option to synchronize with the home office computer.The calendar/scheduling program also provides a means for direct time entry. Once time is entered, the edit/view transaction screen displays information sorted by date and transaction type and includes information regarding client outstanding invoices and payments.

ImagineTime features a billing dashboard screen that allows bill generation, invoice viewing and client write-offs. Several different bill formats provide flexibility to accommodate multiple billing situations. These include superbills, detail slips, progress bills and fixed-fee bills. Superbills are used to template various billing scenarios for re-use by multiple clients. Bills can be output to PDF format. The reporting menu options include daily and management reports. Daily reports provide basic metrics such as client aging, statements and address listings.

Management reports focus on business intelligence and offer snapshot reporting and graphs for forecasts, client and staff performance, due-date monitoring, task management, tax tickler reporting and repetitive-fee setup. Particularly useful are the staff contribution and chargeability information and the client snapshot report, which reflects client activity, aging and realization for a specific time period filtered by billing partner. The report wizard provides custom reporting by offering additional sorting and filters criteria.