

"Software Review: The Time and Billing Investment"

By Wayne Schultz

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ImagineTime offers a robust time-and-billing system along with optional scheduling links to Microsoft Outlook for those users preferring to manage their calendars through the now ubiquitous interface.

All reports within ImagineTime are date sensitive. Preparing an accurate report does not rely on any hard closes of data. You enter in the exact date ranges for which you would like to report and the information is compiled and presented in a concise fashion.

Time is entered either via the standard time-entry screen or by use of on-screen timers that can capture data from multiple timers (great for multi-taskers striving to get more than eight billing hours from the day!) A third method of time entry allows you to enter slips directly from your calendar with the use of the optional calendar scheduling program available from ImagineTime.

When invoicing there are a variety of different billing layouts available. These include the detail time-slip layout, fixed-fee bill, progress bills, or any combination of the prior (referred to as super bills by the software). Three different types of layouts display as little or as much detail as required in the invoice. These pre-defined layouts are especially good for users who are not interested in making changes to their billing layouts and have clients who accept the standard invoice layouts without significant questions.

Most transaction entry can be accomplished on one screen. This is also true of data retrieval. Through the use of Billing Dashboards, the package allows for the efficient lookup of key information such as work in process and outstanding invoices. Once selected, the data on this screen is quickly transferred onto one of the supported invoice formats. If you need to touch up any of the wording on the invoice there is an included word processor that will allow you to modify the text, adding any additional explanations that you deem necessary.

ImagineTime is a full-featured time and billing system for firms that don't need the customization capabilities of other systems but would like more advanced features such as integration to Outlook and Due Date Monitoring. For the price, it's difficult to find a product with more features than ImagineTime.