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Bill4Time offers solutions that are a good fit for a variety of...

Mary Girsch-Bock • Nov. 16, 2018



Bill4Time

www.bill4time.com

From the 2018 reviews of time and billing systems.

Bill4Time offers web-based time and billing capability in an easy to use format that is well suited for small to mid-sized businesses. Initially designed for legal professionals, Bill4Time offers solutions that are a good fit for a variety of industries including architects, accounting professionals, consulting businesses, freelancers, and small business owners.

Along with time and billing capability, Bill4Time also offers complete practice management and project management capability for legal professionals. The product also offers an online payment option, a client portal, and mobile apps that can be used with a variety of mobile devices, including iPad, iPhone, Android, and Blackberry.

Completely cloud based, Bill4Time allows users to track time even when they're not

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into time entries if desired. The expense tracking feature allows users to snap a photo of a receipt and upload the image directly to Bill4Time and attach the image to the corresponding expense entry. Users can also add new clients and projects on the fly, and add any notes or other details to any time entry. For those that bill fees on a recurring basis, Bill4Time includes a batch time entry option, making it easier to process a large number of bills simultaneously.

Bill4Time allows users to easily create professional invoices that can be custom branded using the included invoice template. A variety of invoice types are available including flat rate and percentage discount invoices, with users able to set payment terms, acceptable currency types and assess late fees when necessary. Once information is entered, the system creates a Pre-Bill, which can be edited or saved as is. Users can bill clients individually, or bill by date range or group clients together to batch invoice. Default billing amounts can be overridden during the approval process, and users can easily create statements for clients when necessary. Invoices can be printed and mailed or users can send invoices to clients via email, and link the invoice to the online payment option included in Bill4Time in order to make it easier for clients to pay on a timely basis. Clients can also access their bill via the client portal at any time.

Bill4Time offers a solid selection of reporting options, with all reports categorized by type, including Accounting, Client Details, Entry Specifics, Projects and Productivity, and User Activity. Reports available include Accounting Activity, Outstanding Balances, Client Expenses, Time and Expense by User, Time and Expense by Client, Organizational Productivity, and Employee Productivity. User activity can also be tracked including User Efficiency and User Billable and Non-Billable Time. All reports can be customized as needed, with favorites saved for future use. Reports can be printed, exported to Microsoft Excel, or saved as a PDF.

Bill4Time currently integrates with a variety of third-party applications including

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with telephone support available during regular business hours. Users can also access support via email or live-chat if desired.

Bill4Time is well suited for small to mid-sized businesses that desire solid time and billing functionality. Bill4Time's Time and Billing plan is currently \$13 per user per month for the first three months, and includes accounting, reporting, a client portal, payment processing, mobile and desktop apps, invoicing, automatic updates, and encrypted backup. There are also two additional plans available that are designed for legal offices. A free 14-day demo is available for those interested in the application.

2018 Rating – 4.75 Stars

Firm Management

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