CPA Practice **Advisor**

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ImagineTime Practice Management Software provides a complete time and billing solution for your office. ImagineTime maximizes your time by streamlining initial setup of client information and simplifying the entry and invoicing of time slips. Designed by accountants for accountants, ImagineTime provides the tools to increase the profitability of your company.

Important features:

- Easy to learn and use time entry screen. Enter time after-the-fact or in "real time" using slip timers.
- Save time and effort with convenient and comprehensive pre-billing reports.
- The Billing Dashboard is "command central" for all billing functions. You can generate bills, view, edit or delete invoices, add addresses, change billing options, or write-off slips. E-mail invoices directly from ImagineTime in PDF or LEDES format for legal billing.
- Prepare flexible invoice retainer and fixed fee bills using our template features.
- Provide a robust Client Relationship Manager (CRM). Filtering tools allow creation of labels, envelopes, lists, customer letters and bulk emails.
- A report index gives quick access to all reports by function. Print Performance and Realization reports by staff, client, and service that show which areas are most profitable for your firm.

• Maximize collections and increase revenue with Credit Card Processing options.

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