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management applications. Imagine Time is well-suited for professional services firms of any size. Imagine Time is available in both a desktop and a cloud-based application for

Mary Girsch-Bock • Mar. 15, 2019



ImagineTime Time and Billing

877-520-1525

www.imaginetime.com

From the 2019 review of [time & billing management](#) systems.

Imagine Time Time and Billing is part of the Imagine Time suite of practice management applications. Imagine Time is well-suited for professional services firms of any size. Imagine Time is available in both a desktop and a cloud-based application for those that want anytime/anywhere access.

Along with cloud access, Imagine Time also offers a mobile app for Android and iOS smart phones and tablets that allow complete mobile timekeeping capability. Recently added to Imagine Time is the ability for iOS app users to email invoices to clients directly from their device.

ImagineTime is easily navigated, using a ribbon style menu that can be customized

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well. The product also offers unlimited timers, with users able to use multiple timers simultaneously. When using the timers, users will be prompted to save any time accrued on the timer to the Saved Slip Timer option.

The billing dashboard in ImagineTime allows users to easily view the billing status for all charges entered into the system. Users can create a custom invoice for clients, and can preview any bills prior to processing. There are five bill types available in ImagineTime including Detail Slip, Narrative Slip, Progress Bills & Final Bills, Fixed Fee Retaining/Recurring Bills, and SuperBills. Users can print bills individually or process them in batches. There is also an option to email bills to clients directly from the dashboard once they have been previewed. All bills must be printed either to the screen or to a printer before they can be posted.

ImagineTime offers a good selection of system reports, which are classified by category, including Client and Contact Lists and Reports, Due Date Reports, Pre-Billing Reports, and Time & Expense Reports. Users can click on a report category to view a list of available reports. Transaction reports, staff and client performance reports, and a daily totals report are also available. A report wizard is also available that allows users to create custom reports, with the ability to save all reports for future access. All ImagineTime reports can be previewed, printed, or exported to Microsoft Excel for further customization.

Along with time and billing, ImagineTime also offers a variety of additional modules that are designed to all integrate. Additional modules available include calendar scheduling, CRM, credit card processing, workflow management, and document management capability. ImagineTime also offers Basic and Advanced integration with QuickBooks. The Basic version is included with the application, while the Advanced option, which is known as the Duplicate Subsidiary Ledger, will need to be purchased separately. The Advanced option will allow users to post ImagineTime

invoices to QuickBooks in real time. Also available at an additional cost is a

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Gold, and Platinum. Product updates, along with both telephone and email support are available in all plan levels. Support access can also be obtained via a remote session.

ImagineTime is well suited for professional services firms of any size that desire a comprehensive time and billing component along with optional practice management capability. Prices vary for ImagineTime, with the desktop version starting at \$295 for a single user. ImagineTime Cloud starts at \$30 per user per month. Both options offer add-on modules that are priced separately.

2019 Overall Rating – 5 Stars

Firm Management

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