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**Mary Girsch-Bock** • Mar. 15, 2019

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Are your employees able to log into your system remotely to do their job, but still using a spreadsheet to record their time?

If so, you're not alone. Firms lose millions of dollars every year in billing opportunities due to under-reporting of employee time, resulting in an under-billing of clients. Spreadsheet software, for all its benefits, is not the best way to track employee time. For their part, employees are often reluctant to access their spreadsheet after each task that they complete, yet, the only way to record time accurately is to do that exact thing.

And while many professional firms are moving to a flat-rate or value priced billing, you still need to track employee time to determine profitability levels for that

employee, or for your firm in general. After all, how will you accurately estimate the

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profitability.

In this issue of *CPA Practice Advisor*, we reviewed a variety of Time Management/Time & Billing applications, which include the following:

- [AccountantsWorld Practice Relief](#)
- [BigTime IQ](#)
- [Bill4Time](#)
- [BQE Core](#)
- [Chrometa](#)
- [ImagineTime Time & Billing](#)
- [PracticEngine](#)
- [TPS Time & Billing](#)
- [TSheets](#)

The level of features found in these products vary widely, but all offer solid time tracking and client invoicing capability. Advanced features and functionality are found in several of these applications as well. Here are some of the features we took a close look at:

- Ability to track time in a variety of ways, including tracking time for multiple projects or multiple clients.
- Does the product offer a mobile app? This can be particularly important for staff members that work remotely or travel frequently.
- Can related expenses be tracked along with time? If your business frequently incurs expenses related to a specific job such as travel expenses, copying expenses, or even phone calls, it's important for you to be able to track these add-on expenses along with staff time.
- Are you able to easily invoice clients directly from the application? Is integration with your accounting/practice management application important?

- Does the application offer good reporting options that enable you to view client

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Firm Management

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