

Sage TimeSheet

Sage TimeSheet 100 and 500

Sage TimeSheet 100 and Sage TimeSheet 500 help small and mid-sized businesses track time more profitably while optimizing the flow of information on project schedules, expenses, and workforce allocation. With PC and Web-based solutions, Sage TimeSheet adds sophisticated time and expense data collection to all major financial, project management, and payroll systems. It can also function as a standalone time management tool. Sage TimeSheet is flexible and customizable so that it easily adapts to your organization's or workgroup's project structure and workflow. You can customize Sage TimeSheet to work according to your company's workflow structure with easily defined feature sets such as time entry black-out dates, definable workflow approval processes with e-mail notification, multilevel sign off, and more. It also can be implemented for an unlimited number of employees. The Sage TimeSheet Project Budgeting module provides enhanced budget tracking and scheduling capabilities for more comprehensive project tracking.

Sage TimeSheet 100 Can Grow With Your Company

Sage TimeSheet 100 supports connectivity to the Microsoft® SQL Server® Express and Microsoft Access® database platforms, providing smaller companies with exceptional tools to track time and report on projects and expenses. If your company has limited resources but needs an affordable time and project tracking solution, you can implement Sage TimeSheet 100 and add modules as your company grows.

Sage TimeSheet 500 Offers an Enterprise Solution

Sage TimeSheet 500 is tailored for larger companies that desire a fully customizable, enterprise solution for project and expense tracking. Sage TimeSheet 500 includes more powerful tracking and reporting capabilities, including custom menus, automatic job scheduling for administrative tasks, and more. A comprehensive audit trail assures documented compliance that meets DCAA Contract Audit standards, assuring labor hours are accurately verified with a date and time stamp. Sage TimeSheet 500 supports connectivity to Microsoft SQL Server and Oracle database platforms.

BENEFITS

- **PC or Web-Based Time Tracking**
Sage TimeSheet includes a PC and Web-based timesheet interface, allowing remote team members easy access to project assignments from anywhere in the world. The easy-to-navigate Web browser module supports both Windows and Macintosh operating systems so you can get your company up and running quickly, even when utilizing multiplatform environments.
- **Time-Saving Workflow Approval Processes**
Sage TimeSheet makes the approval process a snap with handy e-mail notifications that include reminders to employees, managers, and administrators about timesheets that do not meet defined criteria. Managers can approve or reject multiple timesheets in a one-step process that can reduce administrative tasks and save you time.
- **Detailed Expense Tracking**
Get detailed information on expenses. Sage TimeSheet allows you to assign an unlimited number of expense codes, and provides default expense values to certain expenses such as mileage. The easy approval workflow process allows managers to approve expenses independently from timesheets.
- **Time Clock**
With the Time Clock, employees can "clock in" and "clock out" at workstations when they log on to Sage TimeSheet, eliminating the need for a separate time clock interface and duplicate entry of employee time.
- **Complete Budgeting and Scheduling**
Sage TimeSheet provides a powerful Project Budgeting module that allows you to forecast and track budgets for specific projects. It also allows you to create and schedule work hours for employees, and assign specific projects to workgroups, so you have complete control of your scheduling requirements.

The screenshot displays the Sage TimeSheet application window. At the top, there is a menu bar (File, Edit, Entry, Task, View, Setup, Help) and a toolbar with various icons. Below the menu, the user's name 'Alfred Lawrence' and a date '5/24/2010' are visible. The main area is a grid with columns for days of the week (Mon to Sun) and rows for different projects. The projects listed include 'Arizona Instrum Public Offering', 'Consolidated Rail Marketing Analy', 'Douglas Develop Contingency Plan', 'Luna Enterprises Client Needs Ana', 'National Business', and 'Pacific Telefax, In Client Needs Ana'. The grid cells contain numerical values representing time spent, with some cells highlighted in blue. At the bottom of the grid, there is a summary row showing totals for each day and a grand total of 40.00. The status bar at the bottom indicates 'Time Sheet View' and 'Line 3 of 20 Alfred Lawrence, ... Vacation'.

Sage TimeSheet and Microsoft Project: A Robust Project Management Suite

Sage TimeSheet provides a simple yet powerful way to interface with Microsoft Project, providing you with the information you need to successfully manage projects, resources, and budgets. Create a schedule or a consolidated project plan in Microsoft Project and then assign tasks in Sage TimeSheet. Track your actual work in Sage TimeSheet, then send the data back to Microsoft Project to update the schedule with actual work attached and a current estimate-to-completion of each task. This seamless and easy-to-use interface simplifies project tracking and provides real-time information on project status.

- Real-time tracking of project estimate-to-completion
- More accurate project forecasting for time, costs, and resources
- Elimination of manual time collection methods for recording actual time spent on tasks/activities
- Elimination of duplicate timesheets for tracking regular hours against project hours
- Real-time reporting for better-informed decision making on resource allocation

Easily Manage Project Budgets and Schedules

The Project Budgeting module provides advanced budget and project tracking capabilities. Project managers can closely monitor a project's budget and status in real time for more precise project tracking and reporting. With the Project Budgeting module, you can schedule and track employee time spent on projects, as well as costs associated with each, for more accurate forecasting of time, expenses, and resources.

Streamlined Workflow Approval Process

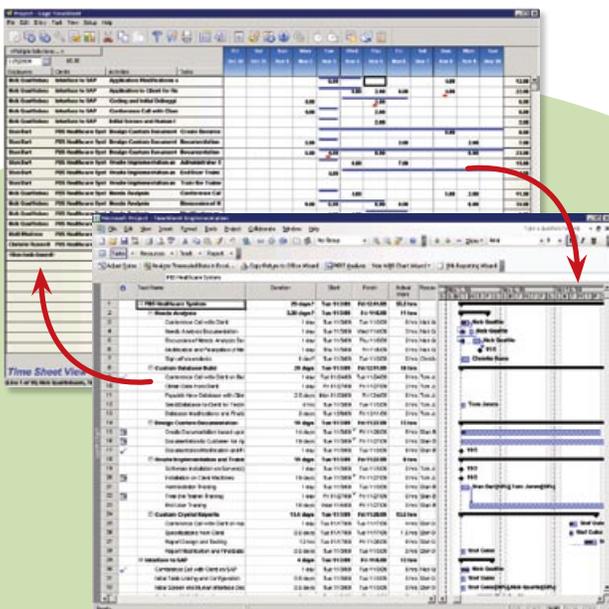
Time-saving features in the workflow approval process allow managers to oversee employees' time entry in Sage TimeSheet. The process is user-definable, and can be customized to include multiple approval steps as they pertain to your company's workflow structure.

Sage TimeSheet makes the approval process even easier with e-mail notifications (using SMTP) that include reminders to employees, managers, and administrators

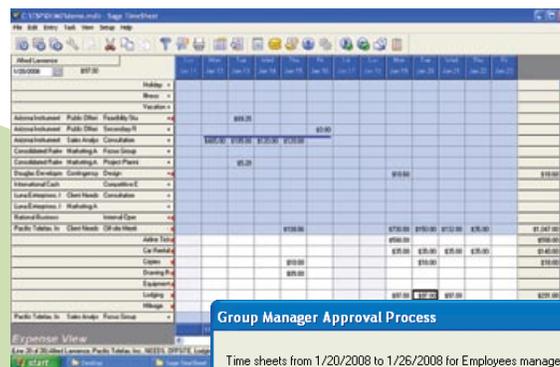
about timesheets that do not meet the defined criteria. Managers and employees are automatically notified at specific levels in the approval process, making it easier for managers to keep track of workflow approval processes.

Determine Profitability of Projects and Clients

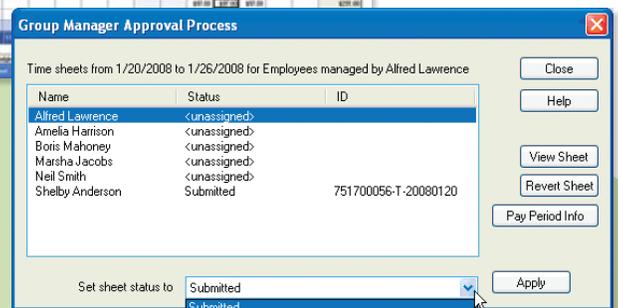
With Sage TimeSheet, you can capture rate information at numerous levels of detail, including billing rates, making even the most complicated billing reports a breeze to create. Sage TimeSheet provides both detailed and summary reports for easy analysis and timely invoicing. Comprehensive and flexible reporting capabilities present a real-time snapshot of a project's profitability, as well as resources utilized and time-to-completion.



▲ The Sage TimeSheet bidirectional data exchange link allows you to import files from popular scheduling tools into Sage TimeSheet, and then send actual hours back to the project file to be updated.



▶ The Expense View tracks expenses by the day, week, month, and year, allowing you to stay on top of expenses while staying within budget.



▲ Managers can approve or reject multiple timesheets in a one-step process that can reduce administrative tasks and save time.

Powerful Auditing Processes for Government Compliance

With its powerful auditing feature, Sage TimeSheet takes the worry out of government reporting compliance, helping you avoid costly penalties and lost revenue. Sage TimeSheet provides a sophisticated audit trail for changes and additions to time and expense entries, components, tasks, budget, and security settings. A date and time stamp documents each change for verification purposes.

A comprehensive audit trail assures documented compliance that meets DCAA Contract Audit standards, including:

- Password security and a detailed audit trail of logons/logoffs
- End user training classes available both on-site and in an online format
- Time tracking by task against a defined overall budget
- Multilevel configurable approval processes, and a reportable audit trail of all changes and approvals
- Tracking of employee time against up to nine levels of detail, as well as reporting of details to provide labor distribution
- Defined rates to employees and the ability to override for specific task-based rates, with all changes captured in the audit trail
- Extensive, built-in pay rule functionality including the ability to export to payroll applications
- Time entry and modification records backed by an audit trail

Simplify Internal Charge-Backs and Client Billing

Ensure projects are billed accurately and on time. Whether you track time for interdepartmental charge-backs or external client billing, Sage TimeSheet takes the hassle out of billing administration by interfacing with most billing, accounting, and payroll software applications, including Sage Abra Payroll, Sage MAS 90 ERP, Sage MAS 500 ERP, and others.

Intuitive data entry fields in Sage TimeSheet make it easy for staff to keep track of time spent on tasks and projects. When information is imported into your billing software, you can be sure your projects are billed accurately.

Comprehensive Reporting for Quick Analysis

Robust reporting tools in Sage TimeSheet feature detail and summary reports, as well as sophisticated Crystal Reports® options that provide quick and easy access to critical business information. Sage TimeSheet gives you the ability to create custom summary reports, or use the report wizard that guides you step-by-step through the process. With summary reports, you can:

- Consolidate activities from multiple projects or employees
- Compare actual amounts against budgeted amounts on a month-to-month or year-to-year basis
- Show a project's percentage of completion
- Estimate a project's completion costs

Sage TimeSheet allows you to export reports to a variety of formats including Microsoft Excel®, Microsoft Word, HTML, Adobe® Acrobat® (PDF), Crystal Reports (RPT), and others.

From detailed lists to presentation-quality graphs, the comprehensive reporting capabilities of Sage TimeSheet provide the answers you need to improve your company's analytic capabilities and drive better business decisions.

PRODUCT BENEFITS

- Forecast project labor allocation, expenses, time-to-completion, and more
- Expedite the invoice process and ensure projects are billed accurately and on time
- Powerful auditing features take the worry out of government reporting compliance
- Simplify internal charge-backs and client billing processes

“Thanks to Sage TimeSheet, we are managed more efficiently. The software has allowed us to shift resources for greater impact. Most importantly, it gives us not just data, but usable information—so we can run our organization the way it ought to be run.”

Gary Hobart
Director of Strategic Services and Operations
MEDA

FEATURES

Customizable Features	Customizable features include time entry blackout dates, definable workflow approval and e-mail notification, multilevel sign off, task rules with level dependencies, user-definable terminology, multilevel groupings, required fields, custom exception rules, and extensive security.
Data Sharing Capabilities	The open database connectivity (ODBC) design and data exchange links allow data sharing with a broad range of third-party software applications, including project management, payroll, accounting, HR, and ERP systems.
Predefined Detail Reports	Sage TimeSheet provides predefined detail reports in five categories: Employees, Components, Time and Expense Entries, Payroll, and Custom. They include: Payroll Exception Report, Missing Time Report, Budget to Actual, Time Entry by Employee, Project, Client or Date, and more.
Expense Sheet View	View and track expenses against individual expense codes. Gain the ability to track cost-based expenses such as lodging and air fare, or quantity-based expenses, such as mileage. Track daily expenses by expense code or by project. Whether the expense is cost- or quantity-based, Sage TimeSheet displays the total value of the expense on the Expense Sheet View.
Default Expense Values	Assign a default price, description, quantity, markdown/markup percentage, or tax percentage to an expense code.
Expense Notes	Allows you to enter a brief description or additional information about an expense.
Manager Approval Process	Managers can approve or reject multiple time and expense sheets in a one-step process that can reduce administrative tasks and save time.
Microsoft Project Interface	Bidirectional data exchange links allow you to import files from Microsoft Project into Sage TimeSheet and send updated hours back to the project file.
Time Clock	Employees can “clock in” and “clock out” at workstations when they log on to Sage TimeSheet, allowing employees to enter time for a predefined task without using a data-entry view.
Audit Trail	Provides an audit trail for additions and changes to time and expense entries, components, tasks, budget, and security settings. A date and time stamp documents changes for verification purposes.
Web Server Extension	Install the Server Installation on an application server and the Sage TimeSheet Web extension server on a networked and dedicated Web server, reducing the resources required on the Web server.

Additional Sage TimeSheet Solutions

Sage Abra TimeSheet is a Web-based application designed specifically for organizations using Sage Abra Payroll. Sage Abra TimeSheet captures employee information for export to Abra Payroll, including earnings codes, labor allocations, and expenses. Automatically map earnings codes to Abra Payroll to easily update accruals, providing more accurate payroll reporting.

Sage TimeSheet – MAS 90/MAS 200 Edition is a project and resource management solution designed specifically for organizations using Sage MAS 90 or Sage MAS 200 ERP. By enhancing Sage MAS 90 or 200 systems with the capabilities of Sage TimeSheet, you can improve billing cycles, increase cash flow, and streamline expense reimbursement by leveraging automated Accounts Receivable and Accounts Payable invoicing generation facilities.

Sage TimeSheet 50 is a Web-based application that provides a single point of entry for quick, easy entry and collection of employee timesheet data. Sage TimeSheet 50 captures employee information for export to payroll, including earnings codes, labor allocations, and expenses. Automatically map earnings codes to payroll to easily update accruals, providing more accurate payroll reporting.