



TimeSheet

Automate Time and Expense Tracking for Project-Oriented Businesses

TimeSheet is a project and resource management solution—ideal for your business if you want to electronically assign jobs to employees and collect data on actual time spent and costs incurred on each task. TimeSheet includes a seamless integration to Job Cost, Payroll, TimeCard, Accounts Payable, and Accounts Receivable modules in your Sage MAS 90 or Sage MAS 200 ERP system.

Easy to install and administer, this comprehensive solution for internal or remote workgroups of any size helps track time and expenses by many user-defined levels, including employee, department, client, project, and individual task. TimeSheet supports a robust approval mechanism that allows your organization to configure an approval process that matches your internal procedures and policies. Plus, TimeSheet is easily adaptable to your organization's project structure and workflow.

For over a decade, thousands of organizations have relied on TimeSheet as their time and expense tracking software to provide up-to-the minute analysis on project budget costs, estimated time-to-completion, and resource utilization. By enhancing your Sage MAS 90 or 200 ERP system with the capabilities of TimeSheet, you can improve billing cycles, increase cash flow, and streamline expense reimbursement by leveraging automated Accounts Receivable and Accounts Payable invoicing generation facilities.

BENEFITS

Fast entry of timesheet and expense data with an intuitive spreadsheet-style interface

Automated billing and expense reimbursement

Web-based user interface

Robust workflow approval processes with e-mail notification

Powerful reporting and analysis for more accurate planning and resource utilization

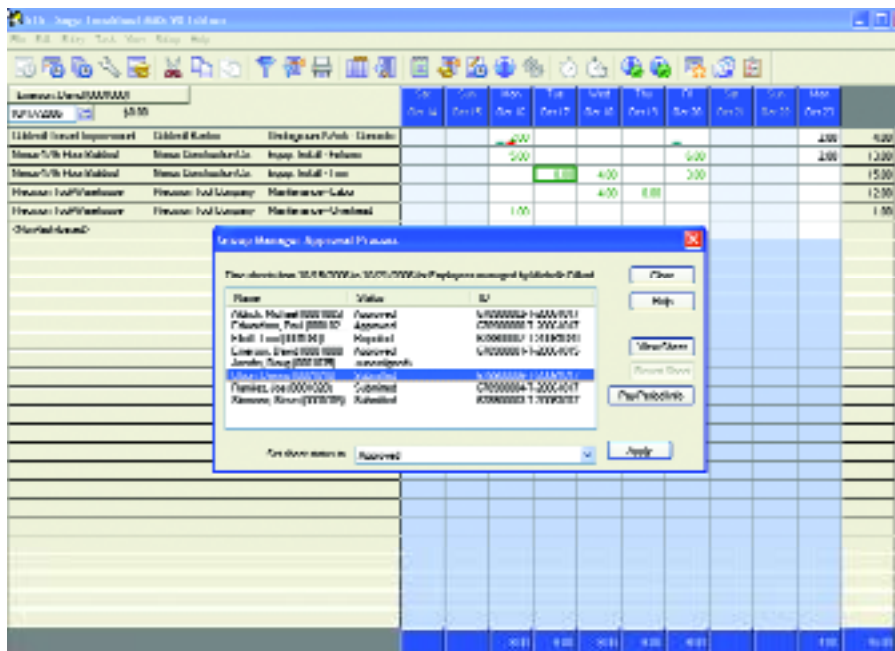
REPORTS

Web-based reports

Summary and detail reports

Export report output to Excel, Word, and PDF

Create custom Excel-based reports to simplify analysis and forecasting



Optimize TimeSheet to your company's workflow with a personalized approval process, multi-level sign off and e-mail notifications implemented for an unlimited number of employees.

FEATURES

Online Approval Process With E-mail Notification	Simplify your time and expense sheet collection with automatic e-mail reminders that you can set according to your business policies. Managers can approve or reject timesheets and expense claims based on project, activity, or simply by time period.
Automate Administrative Tasks	Reduce the amount of time spent on administrative tasks by automating your daily or recurring tasks. Schedule data transfers to Sage MAS 90 or 200 based on a pre-defined timeline.
Audit Trail	Track detailed changes to time and expense entries, components, tasks, and security settings by following the audit trail. Automatically stamp the date and time when making changes for easy verification.
Fully Customizable	Meet and exceed your company's unique project tracking needs with a solution that enables you to define time entry blackout dates and approval processes, multi-level sign off and groupings, and user-definable terminology. Apply selected field requirements and extensive security.
Web-Based Interface	Get the flexibility your company needs through a centralized PC and Web-based time and expense interface. Easily access job assignments for onsite and remote team members anywhere in the world and reduce the number of desktop applications that your IT department must support.
Comprehensive Reporting Tools	Access the information you need when you need it with summary and detail reporting. Utilize summary reports for quick review of your data. Whereas detail reports enable you to forecast resources and compare costs, analyze resource utilization across projects, and more. You can gain even more flexibility when you add custom reports from Crystal Reports® or Microsoft Excel to TimeSheet.
Default Expense Values	Improve control over your reimbursement costs by defining default values for your expense items. Assign a default price, description, quantity, markdown or markup percentage, and tax percentage to your expense codes.
Separate Expense Approval Process	Approve expense sheets as needed without affecting the approval status of the employee's corresponding timesheet.
Total Integration	Seamlessly integrate TimeSheet with the Job Cost, Payroll, Accounts Receivable, and Accounts Payable modules. This allows you to establish a single point of entry for time and expense information for resources, job codes, cost codes, and cost types—ensuring that you can achieve total accuracy with up-to-date project information that's available at all times.

ABOUT SAGE SOFTWARE

Sage Software supports the needs, challenges, and dreams of more than 2.7 million small and mid-sized business customers in North America through easy-to-use, scalable, and customizable software and services. Our products help manage a complete range of business functions including: accounting, operations, customer relationship management, human resources, time tracking, merchant services and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries.



Your business in mind.

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