

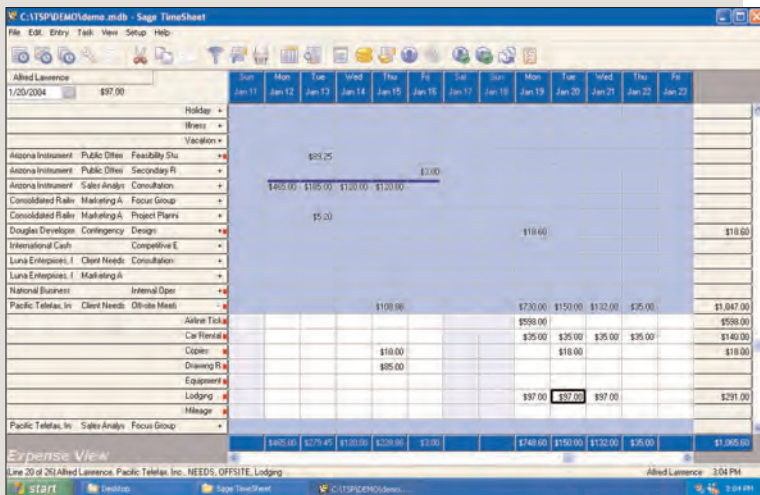


## Sage TimeSheet and Microsoft Project: A Robust Project Management Suite

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 vs. project hours
- Real-time reporting for better-informed decision-making on resource allocation

Sage TimeSheet's bi-directional 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.

The Group Manager Approval Process dialog box shows a list of timesheets for employees managed by Alfred Lawrence from 1/4/2004 to 1/10/2004. The status is set to 'Approved'.

Name	Status	ID	Hours	Exceptions
Alfred Lawren...	Submitted	676700000-T-20050608	40:00	No
Amelia Harrison	Approved	676700005-T-20050608	40:00	No
Boris Mahoney	Approved	676700004-T-20050608	40:00	No
Marsha Jacobs	Submitted	676700001-T-20050608	0:00	No
Neil Smith	Submitted	676700002-T-20050608	0:00	No
Shelby Ander...	Submitted	676700003-T-20050608	40:00	No

Set time sheet status to: **Approved**

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

## 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.

## 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 logins/logouts
- End user training classes available both on-site and in a Web-based online format
- Time tracking by task against a defined overall budget
- Multi-level configurable approval processes, and a reportable audit trail of all changes and approvals
- Tracking of employee time against up to 9 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 Abra Payroll, Sage MAS 90, Sage MAS 500, Peachtree by Sage, Oracle, and SAP.

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 will guide you step-by-step through the process. With summary reports, you can:

- Consolidate activities from multiple projects or employees
- Compare actual amounts vs. 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, WordPerfect, dBase, 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.

*"Sage TimeSheet has helped us eliminate inaccurate, time-consuming manual processes, improve data accuracy and achieve our goal of tracking actuals of employee time by project, department and product."*

Tom Thelen, CEO  
Logicare

### 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





# Sage TimeSheet

Sage TimeSheet 100 and Sage TimeSheet 500

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## FEATURES

**Customizable Features** – Customizable features include time entry blackout dates, definable workflow approval and e-mail notification, multi-level sign off, task rules with level dependencies, user-definable terminology, multi-level 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 managers, payroll, accounting, HR, and ERP systems.

**Custom data exchange links** – Modify specific task and component fields without overwriting an entire record. Merge new groups into the existing list of groups without overwriting all groups.

**Pre-Defined Detail Reports** – Sage TimeSheet provides pre-defined 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. 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 will display the total value of the expense on the Expense Sheet View.

**Expense Approval Process** – Allows managers to approve expense sheets without affecting the approval status of the employee's corresponding timesheet.

**Default Expense Values** – Ability to 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 timesheets in a one-step process that can reduce administrative tasks and save time.

**MS Project Interface** – Bi-directional 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-in to Sage TimeSheet, allowing employees to enter time for a pre-defined 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** – Ability to 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.

## About Sage Software

Sage Software (formerly Best Software) offers leading business management software and services that support the needs, challenges and dreams of more than 2.4 million small and mid-sized business customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports 4.5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries. For more information, please visit the Web site at

[www.sagesoftware.com/moreinfo](http://www.sagesoftware.com/moreinfo)

or call 866-308-2378.

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## ADDITIONAL SAGE TIMESHEET PRODUCTS

**Sage TimeSheet–Payroll Edition** – This Web-based timesheet software provides a single point-of-entry for employee timesheet recording that can be accessed from a desktop, via the Web, Palm Pilot or remote laptop.

**Sage TimeSheet–Abra Edition** – Employee timesheet software that provides full integration with Sage Abra Payroll.

**Sage TimeSheet–MAS 500 Edition** – Employee timesheet software that provides full integration with Sage MAS 500.