

Sage MAS 500 ERP



Sage TimeSheet

Automate Time and Expense Tracking for Project-Oriented Businesses

Sage TimeSheet is a project-oriented time and expense tracking solution—ideal for businesses that need to track projects electronically and collect data on the actual time spent and the expenses incurred on each task. Along with seamless integration with Project Accounting, Sage TimeSheet adds sophisticated time data collection to all major financial, project management, and payroll systems.

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 resource, customer, project, phase, and individual task. Sage TimeSheet supports a robust approval mechanism that allows organizations to configure an approval process that matches their internal procedures and policies. Plus, Sage TimeSheet is easily adaptable to any organization's project structure and workflow.

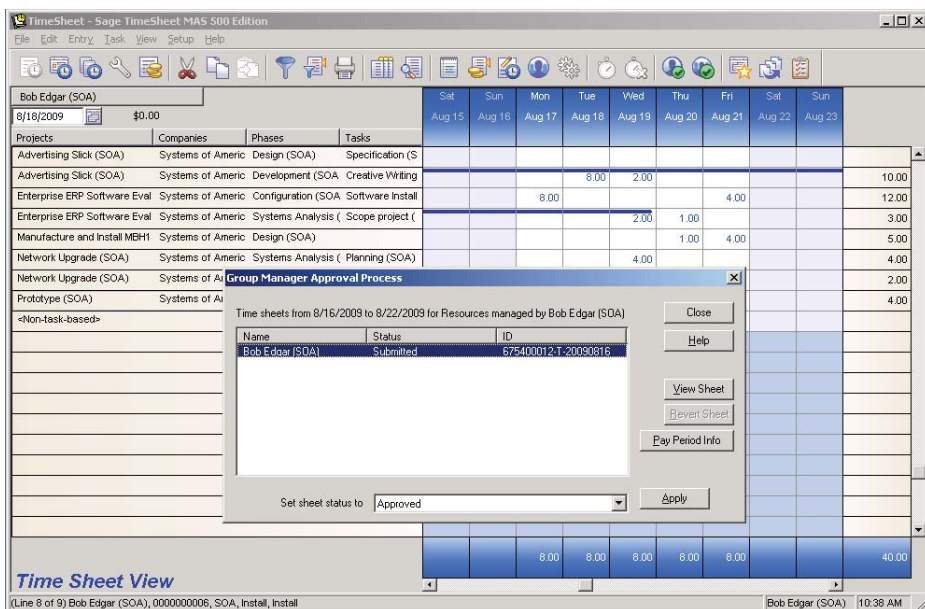
For over a decade, thousands of organizations have relied on Sage TimeSheet as their time-tracking software to provide up-to-the minute analysis on project budget costs, estimated time-to-completion, and resources. By enhancing the Project Accounting solution with the capabilities of Sage TimeSheet, customers can improve billing cycles, increase cash flow, and streamline expense reimbursement by leveraging automated Accounts Receivable and Accounts Payable invoicing generation facilities.

BENEFITS

- Improve project profitability and increase the accuracy of project budgeting, scheduling, and billing.
- Fast entry of timesheet and expense data with an intuitive spreadsheet-style interface.
- Save time by automating billing and expense reimbursement.
- Flexibility to use PC and Web browser deployment.
- Robust workflow approval processes with e-mail notification.
- Powerful reporting and analysis for more accurate planning and resource utilization.

SAGE MAS 500 SOLUTIONS

- Financials and Project Accounting
- Distribution and Manufacturing
- CRM and E-business
- Human Resources and Payroll
- Customization and Integration
- Business Intelligence



“(With Sage TimeSheet) We’ve seen a solid ROI from a management effectiveness standpoint, as well as in real dollars. Not counting the additional revenue we’re receiving from previously unbilled sources, we’ve seen a more than 13 percent increase in our returns from outside clients over last year.”

Ron Kemp
Executive Director
Creative Services Department
North Carolina State University

Total Integration with Project Accounting

Seamless integration with Project Accounting helps your company:

- Establish a single entry point for resource, project, phase, and task information.
- Dynamically assign tasks to project teams.
- Leverage the automated billing and expense reimbursement facilities.
- Ensure that up-to-date project information flows to all team members.

User-Friendly Time and Expense Tracking

Take advantage of powerful time and expense tracking features that will help your company:

- Classify a virtually unlimited number of employees, clients, projects, phases, and tasks.
- Track each project’s details with notes.
- Define tasks with start and stop dates.
- Track tasks with Work Breakdown Structure (WBS) codes.
- Display tasks with Gantt bars.
- Summarize employee or task information with the roll-up feature.

Windows PC or Web-Based Interface

Both a PC and Web-based timesheet interface means that you’ll have:

- Easy access to project assignments for onsite and remote team members anywhere in the world.
- Quick connectivity even when using multiplatform environments, since the Web browser interface supports both Windows and Macintosh workstations.
- Reduced numbers of desktop applications that your IT department supports by using the Web-browser module.
- Less time spent on administrative tasks by automating daily or recurring tasks associated with employees, tasks, and data.

Time-Saving Workflow Approval Process

User configurable approval steps enhance the workflow by:

- Allowing for multiple approval steps based on company procedures and policies.
- Notifying managers and employees through e-mail that specified levels in the approval process have been met.
- Providing a single entry point for reviewing and approving timesheets and expense claims across project teams.

Comprehensive Reporting for More Accurate Project Analysis

Robust reporting tools in Sage TimeSheet improve your company’s analytic capabilities and allow you to:

- Run reports in the Sage TimeSheet Web-browser module for easy export to other applications for further analysis and review.
- Utilize summary reports, including an easy-to-use wizard that walks you through the report creation process.
- Create PDFs of reports for distribution by e-mail and Web browser.
- Forecast resources and compare costs quickly and easily.
- Analyze resource utilization across projects.

Fully Customizable to Meet Unique Project Tracking Needs

Meet and exceed your company’s unique project tracking needs with a solution that:

- Expands for virtually unlimited employee capacity.
- Maintains names, groups, dependency rules, security profiles, and pay rules.
- Allows for customized terminology.
- Defines custom security profiles for entering time and adding tasks.
- Modifies specific tasks and component fields rather than overwriting an entire record.
- Allows for up to ten custom fields to track data for each phase or task.

About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. Sage North America employs approximately 4,100 people and supports nearly 2.9 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 14,500 people and supports 5.8 million customers worldwide. For more information, please visit the Web site at www.sagenorthamerica.com.