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Headline News

Sage Software recently received recognition from two top industry publications. The company ranked in the top 30 of *Manufacturing Business Technology's Global 100* for the sixth straight year. And for the second year in a row, Sage Software was selected to the *Supply & Demand Chain Executive 100* for outstanding innovation in supply and demand chain services and technologies.



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Sage TimeSheet—MAS 90 Edition

Do you track employee time and expenses associated with your company's projects? Do you rely on spreadsheets, or perhaps even pencil and paper? If so, let us introduce you to a better way.

Sage TimeSheet is an ideal project-oriented time and expense entry and tracking tool, and it's now fully integrated with Sage MAS 90 ERP. Sage TimeSheet provides your employees with an easy-to-use tool to manage their tasks and track their time, and it shares the data with your Sage MAS 90 software. In this article, we'll provide some details of the general capabilities of Sage TimeSheet, and then discuss the specific benefits of combining Sage TimeSheet with Sage MAS 90.

Expense Tracking

Sage TimeSheet includes an Expense Sheet view where users can enter their expenses directly into an entry grid completely separate from time-sheet entry. Most of us are familiar and adept with spreadsheet-style type of data entry where we can press the *Enter* key to quickly save an entry and move to the next cell. In the Expense Sheet view, the rows represent tasks and the columns represent dates. If a user needs details about the expense codes or

expense groups associated with a task, they simply expand the task cell to display the details.

Expenses can be either price or quantity based. *Airfare* is an example of a priced-based expense item, while *Copies* is an example of a quantity-based expense item. You can attach notes to an expense entry to offer supporting details. You can see a running total of your expenses by day and period, and Sage TimeSheet even applies any markup/markdown or tax rate to the expenses before displaying the total.



Sage TimeSheet offers a Web-based timesheet interface, this means that your employees can have easy access even when they are on the road.

Using defaults can save you valuable data entry time, and reduce the opportunities for data entry errors. With Sage TimeSheet, you can define several default expense values, for example: price, quantity, markup/markdown percentage, or tax percentage for each expense item. In addition, you can

define a default description for each expense. For example, you could establish an expense item description *Rental Car* with a default quantity of one.

Approval Process

It's not always convenient to approve expense reports along with an employee's timesheet. Many companies process timesheets weekly, or twice a month, while expense reports are processed on a

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Sage TimeSheet—MAS 90 Edition CONTINUED

monthly basis. Sage TimeSheet facilitates this by allowing managers to approve employee expense sheets independent of timesheets.

Time Tracking

In addition to providing an ideal tool for the entry, tracking, and approval of employee expense reports, Sage TimeSheet is an efficient and effective time-tracking tool.

Sage TimeSheet offers three different views from which employees can enter their time. You can decide which views to use depending on the workflow of your organization.

The **Time Sheet** view displays a list of tasks assigned to the employee. The spreadsheet look and feel of this view provides an easy, intuitive interface. Entering time is as simple as entering time in the cell representing the correct date and task.

The **Day** view provides a desktop calendar interface. Rows represent the hours of the workday. The range of time displayed is customizable for each employee. For example, you might choose to have the Day view display the hours from 8:00 AM to 6:00 PM in one-half hour increments. Employees simply click on the appropriate row, and a dialog box opens allowing the employee to enter the details of their time entry.

The **Time Card** view allows employees to enter start and stop times for a specified day and task. The program then calculates the elapsed time. This view is useful for organizations that must capture start and stop times.

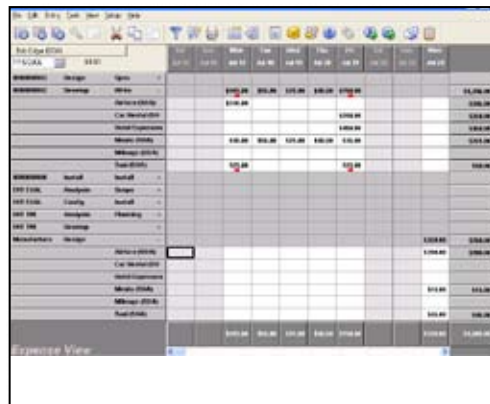
Time entries recorded in one view are visible from any of the other views and you can select the entry view most appropriate at the time.

The Sage TimeSheet time entry screens are clean, uncluttered, and user-friendly. As a result, time and expense entry is likely to be completed accurately—and on time—regardless of the number of employees, job codes, or cost codes you're managing. After approval, the time employees enter into Sage TimeSheet can flow directly into your payroll system—eliminating the need for another data entry step by your payroll or administrative staff.

Flexible Approval Process

Sage TimeSheet provides an approval process that allows for multiple approval steps and can be configured to match your company's procedures and policies.

Do your employees divide their time between multiple projects, with potentially several project managers? With Sage TimeSheet, project managers can review and approve the hours and expenses for the projects they manage.



Sage TimeSheet's spreadsheet-style Expense view helps make entry of expenses fast and easy.

Integration With Sage MAS 90

You will need the Sage MAS90 TimeCard module installed to integrate Sage TimeSheet with Sage MAS 90. Once installed, the TimeSheet module data can flow to your Sage MAS 90 Accounts Payable, Payroll, and Job Cost modules. Here's a quick overview of how the various aspects of the integration work.

Employees are created and maintained in the Payroll module, and transferred into Sage TimeSheet with details such as Company Code and Job Number.

Expense information in the form of Cost Codes and Cost Types are imported into Sage TimeSheet from the Sage MAS 90 Job Cost module; and upon approval are sent to the Sage MAS 90 Accounts Payable module allowing you to conveniently reimburse your employees.

Employee time entries created within Sage TimeSheet are exported to the Sage MAS 90 TimeCard module for subsequent transfer to the Sage MAS 90 Job Cost and Payroll modules.

If you wish, Sage TimeSheet also can transfer time directly to the Sage MAS 90 Accounts Receivable module for billing.

The Benefits Of Integration

Together, Sage TimeSheet and Sage MAS 90 create Accounts Payable invoices for your employee expenses, Accounts Receivable invoices for employees' billable time, and transfer both time and expense data into the accounting software allowing you to maintain an accurate picture of your jobs' profitability.

Entering and processing employee expense reports is time consuming. With Sage TimeSheet you'll save time and effort because the expense data is summarized for you, and after approval is then sent to the Sage MAS 90 Accounts Payable module for reimbursement.

Easy Access, Informative Reports

Sage TimeSheet offers a Web-based timesheet interface, this means that your employees can have easy access in the office or can access Sage TimeSheets remotely.

Comprehensive reporting tools provide access to the data held in Sage TimeSheet. You can analyze your data in multiple ways—by project, task, employee, manager, and more. Sage TimeSheet expands your project analysis capability with Crystal Reports® and Excel-based detail reports included with the software. Use the reports *as is* or create custom reports of your own design. In addition, it's simple to export your report data to Excel, Word, or PDF for further analysis or to share with others.

Insight Into Your Projects

Every business is unique, and Sage TimeSheet allows you to utilize up to 10 custom fields for each project level, facilitating sophisticated tracking and analysis.

With greater insight into the time and expenses associated with your company's jobs and projects, you're better able to make strategic decisions that enhance both efficiency and profitability.

We would be happy to answer your questions about Sage TimeSheet—MAS 90 Edition; just give us a call. ★