

# Sage 100 ERP



## Sage TimeSheet\*

### Automate Time and Expense Tracking for Project-Oriented Businesses

Sage 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. Sage TimeSheet includes a seamless integration to Job Cost, Payroll, TimeCard, Accounts Payable, and Accounts Receivable modules in your Sage 100 ERP (formerly Sage ERP MAS 90 and 200) 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. Sage TimeSheet supports a robust approval mechanism that allows your organization to configure an approval process that matches your internal procedures and policies. Plus, Sage TimeSheet is easily adaptable to your organization's project structure and workflow.

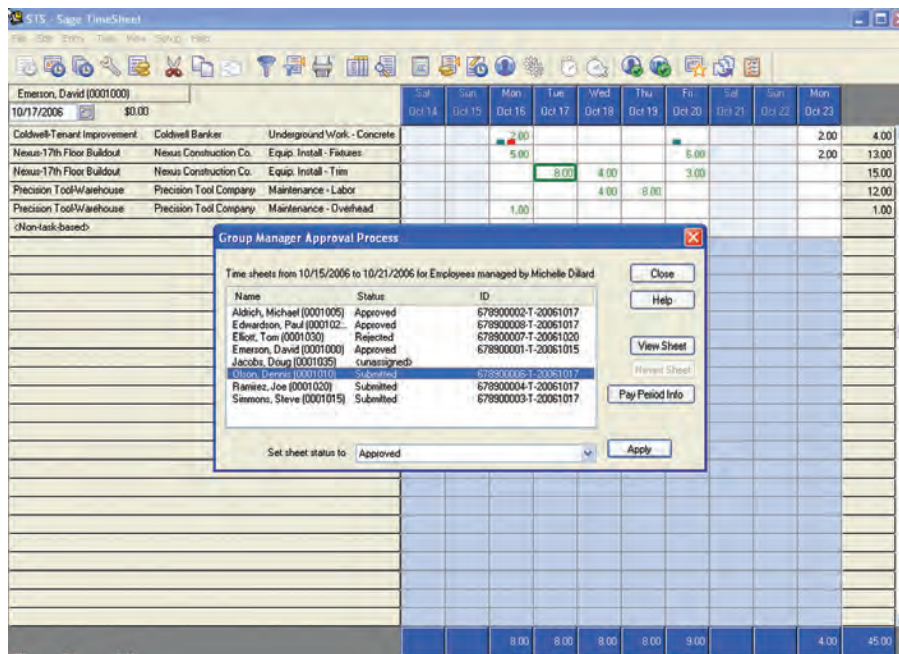
For over a decade, thousands of organizations have relied on Sage TimeSheet as their time and expense tracking software to provide up-to-the-minute analysis on project budget costs, estimated time to completion, and resource utilization. By enhancing your Sage 100 ERP system with the capabilities of 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.

### 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 email notification
- Powerful reporting and analysis for more accurate planning and resource utilization

### REPORTS

- Web-based reports
- Summary and detail reports
- Export report output to Microsoft® Excel®, Word, and PDF
- Create custom Excel-based reports to simplify analysis and forecasting



- Optimize Sage TimeSheet to your company's workflow with a personalized approval process, multilevel sign-off, and email notifications implemented for an unlimited number of employees.

\*This module is compatible with Sage 100 Standard and Advanced ERP.



## Edition

Compatible with Sage 100 Standard and Advanced ERP

## Features

### Online Approval Process With Email Notification

Simplify your time and expense sheet collection with automatic email 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 100 ERP based on a predefined 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, multilevel 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 SAP® Crystal Reports for Sage 100 ERP or Microsoft Excel to Sage 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 Sage 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

Sage is a leading global supplier of business management software and services for small and mid-sized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,300 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com). Follow Sage North America on Facebook, <http://www.facebook.com/SageNorthAmerica>, and Twitter, <http://twitter.com/#!/sagenamerica>.