

sage

It Turns Time
Into Money

Timeslips

2010

Helping service-based businesses easily and efficiently
manage time and billing



Managing the Time and Billing Cycle

A typical billing cycle for service firms consists of tracking time and expenses, generating bills, and managing balances and payments. Here are some of the valuable Timeslips functions that help you manage every step of the time and billing cycle.

Tracking Time and Expenses

Timeslips makes it easier than ever to capture all of your organization's billable time and expenses, whether timekeepers are in the office or in the field. Easy-to-use "slips" store all vital information for each client or project in a single location for easy access, billing, and reporting.

Here are just a few of the ways Timeslips makes entering time and expenses easy:

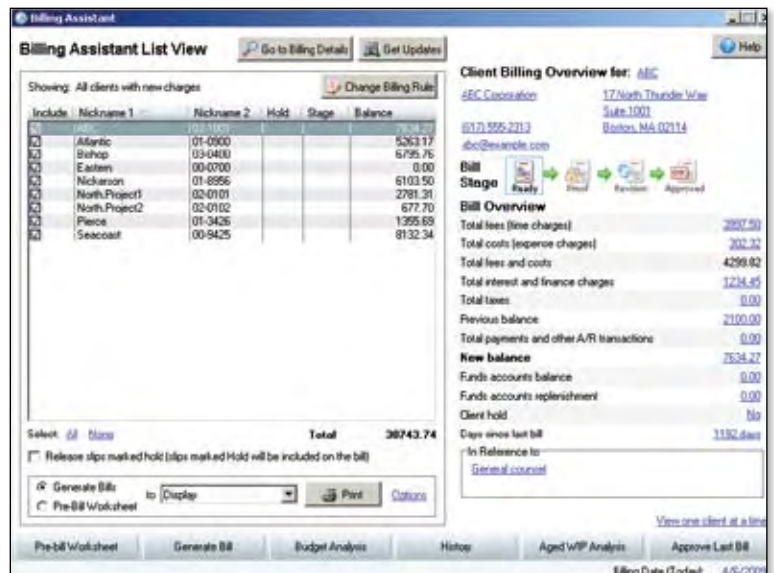
- Create slips by e-mail.³
- Turn time spent on tasks and e-mail into billable entries through two-way integration with Microsoft Outlook.⁴
- Capture your time easily through quick time entry with one-click stopwatch timer.
- Prevent errors using billing rate rules.

Generating Bills

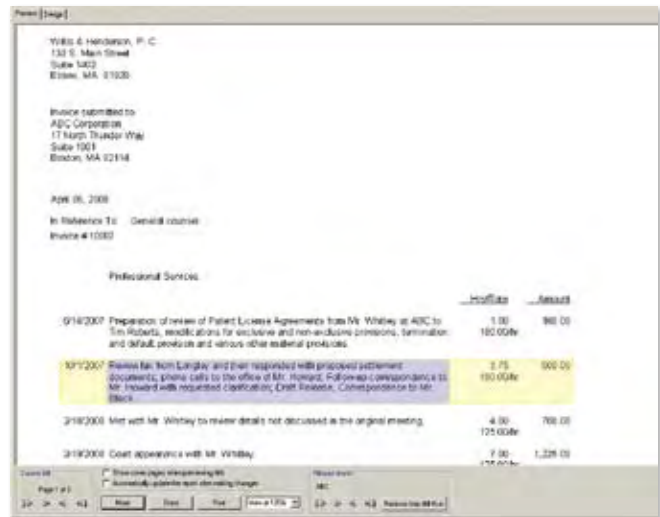
Generate specified bills anytime. Bills may be printed for all clients or for a subset of clients, for activities within a particular date range, for individual timekeepers, or by a number of custom field criteria.

Timeslips helps you to:

- Customize your billing by setting up parameters to determine when clients should be billed.
- Increase efficiency with screens and functions that are easy to understand.
- Gain greater control of bills directly from the Billing Assistant, which lets you approve bills, clear bills, or place bills in proof, revision, or audit stages.
- Quickly and easily view key reports, like Bills and Pre-Bill Worksheets, through one-click access.
- Easily, quickly, and directly edit bills during the billing review process.
- Save time and increase accuracy by automatically generating envelopes or labels during the billing process.
- Maintain better control over your billing through an automated slip approval process.
- Catch mistakes through spell check and grammar check.
- Bill by an hourly rate, flat fee, contingency fee, or other arrangements.
- Send bills and statements by e-mail.⁵
- Easily summarize your bill details with a bill cover page.



With improved usability, the Billing Assistant provides centralized control over the billing process and access to key information all within one function.



In Bill Preview, you can easily edit bills during the billing process or remove entire bills while in the preview dialog.

Managing Balances and Payments

Timeslips enables quick and easy entry of bill payments and management of the billing process.

Use Timeslips Accounts Receivable features to:

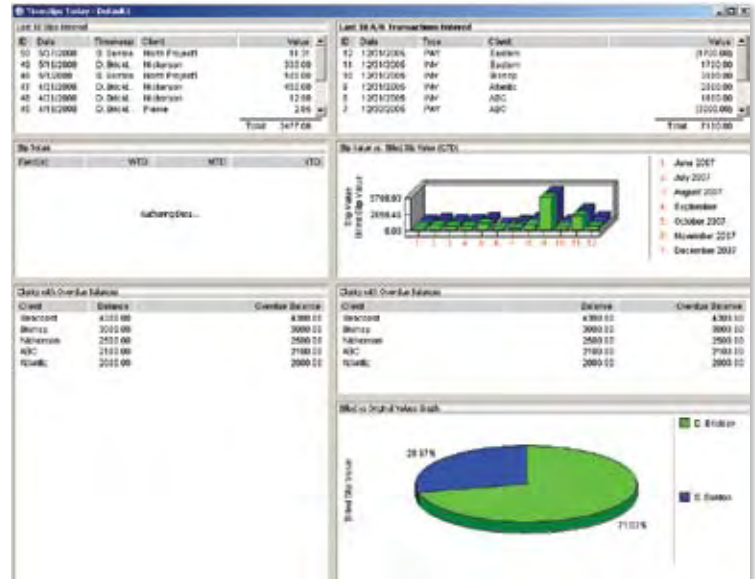
- Ensure your data is safe through automatic, scheduled backups.
- Link with one of 20 accounting packages, including two-way integration with Peachtree by Sage and QuickBooks®.
- Export most reports to a formatted Excel file.²
- Record payments, write-offs, credits, refunds, funds transfers, and more.
- Define aging periods for review.

Gaining Insight Through Reports

Timeslips reporting helps you understand and project the performance and financial well-being of your business. Through a wide selection of reports, you can better manage the productivity of your staff, monitor the time needed to complete tasks, and adjust rates to ensure profitability.

Timeslips has powerful reporting features that help you:

- Improve efficiency by building summary and itemized reports within Timeslips based on client, slip, A/R, or funds records.
- Gain insight by filtering and sorting by Timekeeper on collections reports.
- Choose from a wide selection of standard reports or create custom reports and graphs using the intuitive Report Designer.
- Print reports to printer, display, file, PDF, or Excel.



Timeslips Today is a customizable dashboard for your key business indicators, providing instant access to crucial information.

System Requirements:

Operating System

- Windows Vista® Business or Ultimate; Windows® XP SP2; Windows 2000 SP1 or SP2 Computer Processor
- PC compatible with 500 MHz Intel Pentium® Processor, AMD, or compatible processor; 1 GHz or higher processor recommended

Memory

- 512 MB RAM; 1 GB or higher recommended

Hard Disk

- 300 MB free hard disk space for installation (excluding your database); 75 MB additional for database

Display

- SVGA or better resolution supporting 800x600 and 256 colors; 1024x768 or higher recommended

Network

- Network connectivity requires a network adapter appropriate to your type of network; highest quality network hardware is recommended

Miscellaneous

- Customer registration and acceptance of the license agreement for Timeslips software
- Adobe® Reader® to review PDF files (Adobe Reader v9 is included on the Timeslips Installation CD-ROM); additional 25 MB of hard disk space required for Adobe Reader installation
- CD-ROM drive, 4x or higher recommended
- PC-compatible keyboard, mouse, and printer
- 14.4 Kbps modem if using the dialing features within Timeslips; 56 Kbps modem recommended
- Sending bills and statements by e-mail requires a MAPI-compliant e-mail program such as Microsoft Outlook®; not compatible with Outlook Express or AOL® e-mail
- Receiving slips by e-mail requires Microsoft Outlook 2007, 2003, 2002, or 2000 on the computer that receives the slips
- Outlook integration requires Microsoft Outlook 2007, 2003, 2002, or 2000
- Print to Excel® feature requires Microsoft Excel 2007, 2003, 2002, or 2000
- Internet connection required for using Timeslips Web features; high-speed Internet connections recommended
- Sound card and speakers recommended for enhanced interaction



Disclaimers

- 1 Based on optional verbatim responses to the 2008 American Bar Association Legal Technology Survey Report: Law Office Technology, published in 2008 Legal Technology Survey Report: Law Office Technology, ©2008 American Bar Association, Reprinted with permission.
- 2 Requires Microsoft Word, Excel, or Outlook 2000, 2002, 2003, or 2007.
- 3 The ability to receive slips sent by e-mail requires Microsoft Outlook 2000, 2002, 2003, or 2007 on the computer that receives the slips.
- 4 In a Windows Vista environment, integration with Outlook 2007 will not work while using the Timeslips Accounting Link Pro for use with QuickBooks.
- 5 E-mail bills and statements - Requires a MAPI-compliant e-mail program, such as Microsoft Outlook or Outlook Express, and is not compatible with AOL e-mail.
- 6 Integrates with all editions of Peachtree, versions 2006-2009. Integrates with QuickBooks Pro and Premier editions, versions 2005-2007.
- 7 Additional fees required.
- 8 Less any rebates. Return of product and dated proof of purchase is required. Cannot be combined with any other offers. For first-time customers only.
- 9 Timeslips customers receive 30 days of free technical support upon registration.
- 10 From date of product registration. Free support provided for currently supported products only. Customer Service representatives have the right to limit calls to one hour or one incident.
- 11 Certified Consultants are third-party vendors. Sage and its affiliates are in no way liable or responsible for claims made related to the products or services provided by third-party vendors. Sage Software does not warrant or guarantee the quality of third-party products or services.

Sage

1715 North Brown Road
Lawrenceville, GA 30043
www.Timeslips.com

