Timeslips

by Sage

2008

Helps service-based businesses easily and efficiently manage time & billing

sage
software

Introducing Timeslips by Sage 2008

It Turns Time Into Money

As a service-based business, you bill for your time. Whether your professionals record time through scribbled notes on a day planner or limited time tracking in your accounting software, the challenges are the same. How do you know that your business's time is being captured fully and accurately? Is time capture quick and easy for your busy professionals, even when they are out of the office? And finally, is billing timely, convenient and easy for your clients to understand?

With Timeslips by Sage you get the solutions to these challenges, and more. Timeslips is an industry-leading time and billing solution that's been satisfying service firms for more than 20 years. Take a look at a few of our accolades:

Timeslips was rated "Very Good" by *PC Magazine* in its October 16, 2006 review.

Timeslips is the #1 time and billing software for legal professionals.[1]

Timeslips received 5-out-of-5 stars from *The CPA Technology Advisor* in November 2006.

Timeslips 2008

$499.99

Timeslips 2008 enables service-based businesses to efficiently manage the time and billing cycle. Timeslips is easy to learn and use, and helps professionals capture time quickly and accurately, leading to greater productivity. Timeslips offers simple bill creation and seamless payment tracking. It integrates with more than 20 accounting packages, including Peachtree by Sage and QuickBooks®.[2] It also integrates with key practice management solutions as well as Microsoft® Outlook® and Excel®. Timeslips includes a variety of billing arrangements, including hourly, contingency, flat fee, interim billing, and more. Timeslips reports provide critical information to help better understand your business. And with improved billing and A/R reporting features, Timeslips 2008 is better than ever at turning time into money.
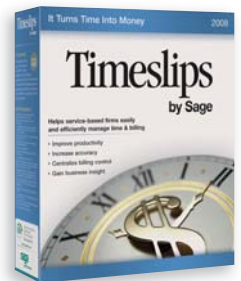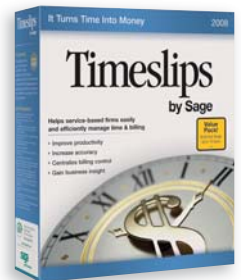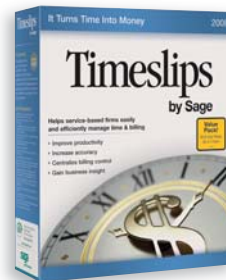
Timeslips 2008 Value Pack

5-Pack $899.99
10-Pack $1,599.99

The network editions of Timeslips 2008 come with 5 or 10 network licenses and include the same features as Timeslips 2008. Additional licenses may be added to extend Timeslips 2008 beyond 5 or 10 users.

All pricing subject to change without notice.

For more information, to receive a trial version, or to purchase Timeslips 2008, call 1-877-816-7829 or visit www.timeslips.com.

Enhancing Productivity and Mobility

Many add-on solutions[7] are available to Timeslips users to boost productivity and mobile access. These solutions make it convenient for you and your clients to work the way you want.

Access Remotely
Track time and expenses while away from the office. Remote solutions are available for laptops, handhelds and any Internet-connected computer.

Add Capacity
Improve billing efficiency, accuracy and timeliness by increasing direct access to Timeslips 2008. When you add a single license or a 5-Pack or 10-Pack to your network, more employees can track time and billing, payment entry, reporting, etc.

Bill Electronically
Many of your clients may prefer – or even require – that they receive their bills in predefined electronic formats. Timeslips Electronic Billing solutions easily transform Timeslips-generated bills into a number of different industry-standard formats, including LEDES 98 and Examen.
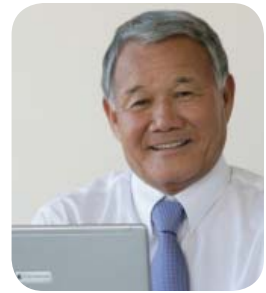
Getting Started is Easy – and Help is Available

Timeslips Customer Support
With Timeslips, you can count on receiving outstanding customer support. All first-time Timeslips customers get 30 days of FREE customer support upon registration.

To ensure the best results from your use of Timeslips 2008, try the Timeslips Billing Assurance Plan. This customer support plan gives you unlimited[8] access to highly trained Support Specialists. The Billing Assurance Plan is affordably priced and provides the help you need to ensure that your bills go out on time, every time. Please call 1-877-816-7829 or visit **www.timeslips.com/support**.

Timeslips 2008 Training Guides
Whether you're just starting to use Timeslips 2008 or you want to take full advantage of advanced features, our hands-on training guides can help. For information about the guides, please call 1-877-816-7829 or visit **www.timeslips.com/support/training**.

Timeslips 2008 Training Videos
A comprehensive set of training videos will introduce you to many of the new and improved features of Timeslips 2008. These videos can be accessed within the product or by visiting **www.timeslips.com/trainingvideos**.

Timeslips Certified Consultants[9]
Timeslips Certified Consultants are independent computer consultants who have passed our comprehensive examinations on the implementation and use of Timeslips products and services. A Timeslips Certified Consultant can assist you with training staff or setting up and customizing Timeslips to ensure you get a time and billing system that is tailored to your firm's specific needs. To find a Timeslips Certified Consultant near you, please visit **www.timeslips.com/support/findaconsultant.cfm**.

60-Day Money-Back Guarantee
For first-time customers, if you're not 100% convinced that Timeslips is the time and billing system for your business, return Timeslips within 60 days from date of purchase and we'll refund your purchase price in full (less shipping and handling and any rebate received). Dated proof of purchase and return of product required.
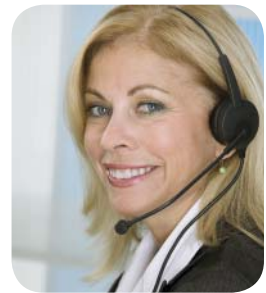
Managing the Billing Cycle

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

Tracking Time and Expenses

In Timeslips, time and expense entries are referred to as "slips." Each slip contains vital information such as the timekeeper name, activity name, client name, rate/price, and time spent or quantity.

Time and Expense Entry Features:

- 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.

Billing features:

- Customize your billing by setting up parameters to determine when clients should be billed.

- Increase efficiency with screens and functions that are easier to understand and use in the Billing Assistant.

- Gain greater control of bills directly from the Billing Assistant. Approve bills, clear bills, or place bills in proof, revision or audit stages.

- Quickly and easily view two key reports, 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.

Accounts receivable features:

- 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.[2]
- Export most reports to a formatted Excel file.[6]
- 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.

Reporting Features:

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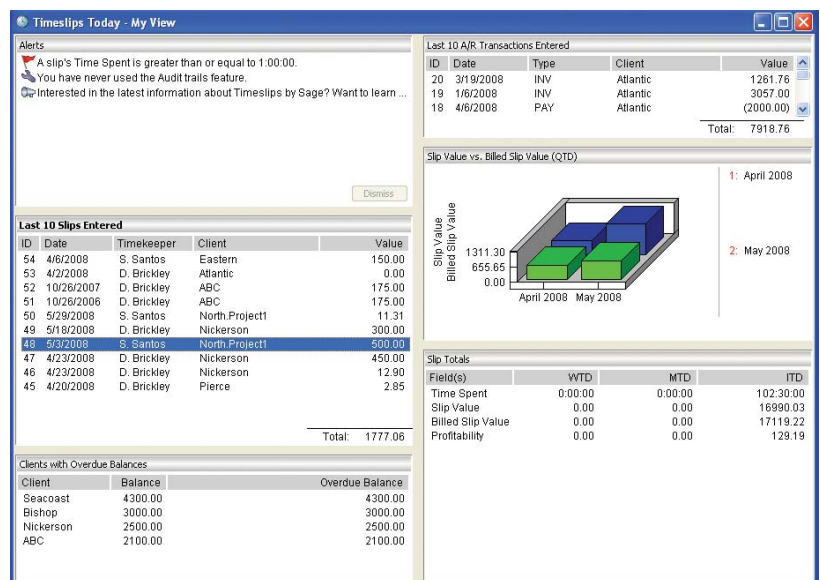
Timeslips Today is a customizable dashboard for your key business indicators, providing instant access to crucial information. ▲

sage
software

Your business in mind.