



# Timekeeper

## Sage MAS 90

for Windows

## Sage MAS 200

Client/Server

### Timekeeper Functions

- Fast, simple time entry via a pop-up time entry screen.
- Smooth and efficient time entry updated to Sage MAS 90 and MAS 200 modules — Accounts Receivable, Job Cost, Payroll, Sales Order, and Time and Billing.
- Gives you the ability to bill time and product on the same invoice.

### Timekeeper Remote Functions

- Fast, simple time entry with a Palm OS handheld.
- Seamless Timeslips integration.
- Smooth and efficient time entry updated to MAS 90 and MAS 200 modules — Accounts Receivable, Job Cost, Payroll, Sales Order, and Time and Billing.
- Gives you the ability to bill time and product on the same invoice.



If your company bills clients for services based on employee time spent on projects and activities, you know how important it is for employees to maintain up-to-date and detailed time records. Timely, accurate time reports ensure that your client invoices are correct and complete, that they are processed cost effectively and efficiently, and that they are sent out as quickly as possible.

Timekeeper gives your employees the tools they need to maintain an accurate and comprehensive accounting of their time, wherever they are — whether they are sitting at their desk or out in the field with their Palm OS handheld. With this simple, effective way to track their time, employees can work more efficiently and improve productivity.

Because Timekeeper is fully integrated with your MAS 90 or MAS 200 system, you can process all time entry information into a number of the modules, including Accounts Receivable, Job Cost, Payroll, Sales Order, and Time and Billing. You can even push time into Accounts Receivable, Sales Order, or Time and Billing for billing purposes and push that same time into payroll. In addition, Timekeeper allows for Timeslips integration into any of these MAS 90 and MAS 200 modules.

Timekeeper enables you to track employee time for accurate invoicing, thus enhancing service to your clients, and increasing overall efficiency. It improves company profitability and maintains your competitive edge in today's marketplace.

See reverse side for list of features



## FEATURES

Simple, Convenient Time Entry	The system allows employees to enter their time via Timekeeper Local, a stand-alone application. Timekeeper Local "pops up" for quick entry of client time, payroll time, and project time.
Security	For purposes of security, users are only allowed to enter or view their own time, unless they are designated as a supervisor.
Efficient Information Processing into MAS 90 and MAS 200	<p>All time information can be processed into MAS 90 and MAS 200 Accounts Receivable, Job Cost, Payroll, Sales Order, and Time and Billing modules. Enjoy the flexibility of selecting the following set-up options to meet your company's needs:</p> <ul style="list-style-type: none"><li>• Bill time directly in Accounts Receivable or Sales Order invoices (merge to existing invoices or create separate).</li><li>• Bill time directly into Job Cost.</li><li>• Bill time directly in Time and Billing.</li><li>• Send time entries directly into Payroll for payroll generation.</li><li>• Bill time directly into Accounts Receivable, Sales Order, Job Cost or Time and Billing and push the time into Payroll.</li></ul> <p>These setup options are flexible and can be changed each time you pull time entries into Work in Process, so you can push one group of time into Accounts Receivable, select another group and push that into Sales Order.</p>
Approval System	Timekeeper gives you the option of having time approved prior to processing into other MAS 90 and MAS 200 modules. You can even set up a secondary approval if desired.
Reporting	You can select reports included with the system or design your own with Crystal Reports or any ODBC-compliant application. Some examples of included reports are Work in Process Listing and Activity Summary Reports by Employee, Customer, Project and Activity.
Additional Time Entry	<p><b>TIMEKEEPER REMOTE FEATURES</b></p> <p>With Timekeeper Remote, users have the ability to enter time remotely. They can:</p> <ul style="list-style-type: none"><li>• Enter time with their Palm OS handheld. Time is synced into MAS 90 and MAS 200 Timekeeper using the Palm's HotSync function and the standard Palm docking cradle.</li><li>• Import time from Timeslips (if your company is already using Timeslips software).</li></ul>