sage

Timeslips

2010

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

Introducing Timeslips by Sage 2010

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 through limited time tracking in your accounting software, the challenges are the same. How do you know your company'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 has been satisfying service firms for more than 20 years. Take a look at a few of our accolades:

- Law Office Computing–Reader's Choice Award; 1995-2008
- CPA Technology Advisor–"5 stars" (out of 5), 2008, Time and Billing Systems
- Timeslips is the #1 time and billing software for legal professionals.[1]

Timeslips 2010

An industry-leading time and billing solution, Timeslips by Sage 2010 enables businesses to manage every aspect of the time-tracking and billing cycle efficiently. Easy to learn and use, Timeslips helps capture time quickly and accurately, and offers simple bill creation and seamless payment tracking—all leading to greater productivity and increased profitability.

Timeslips 2010 Value Packs

Ideal for companies with multiple users who access networked data simultaneously, the network editions of Timeslips 2010 come with five or ten network licenses and include the same features as Timeslips 2010. The Value Packs also allow for a single, centralized billing system, adding convenience for busy companies. Additional licenses may be added to extend Timeslips 2010 beyond five or ten users.

All pricing subject to change without notice.

For more information, to receive a trial version, or to purchase Timeslips 2010, call 877-816-7829 or visit www.timeslips.com

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.
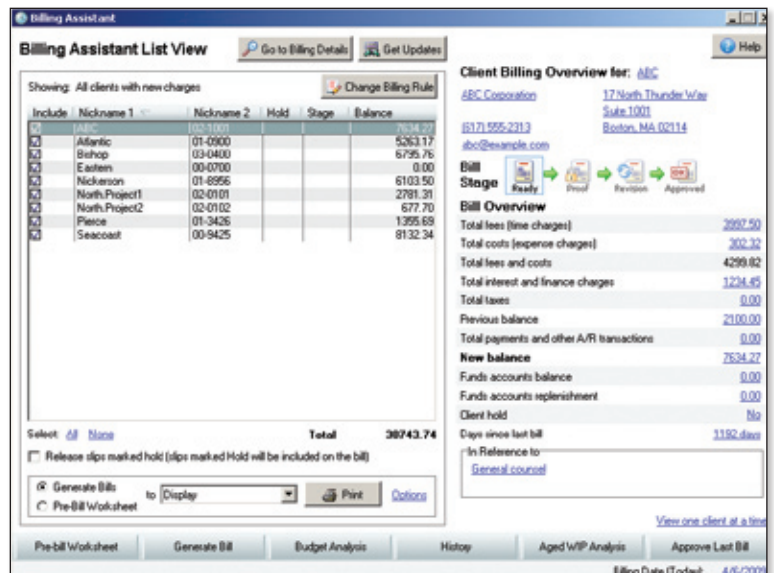
● With improved usability, the Billing Assistant provides centralized control over the billing process and access to key information all within one function.
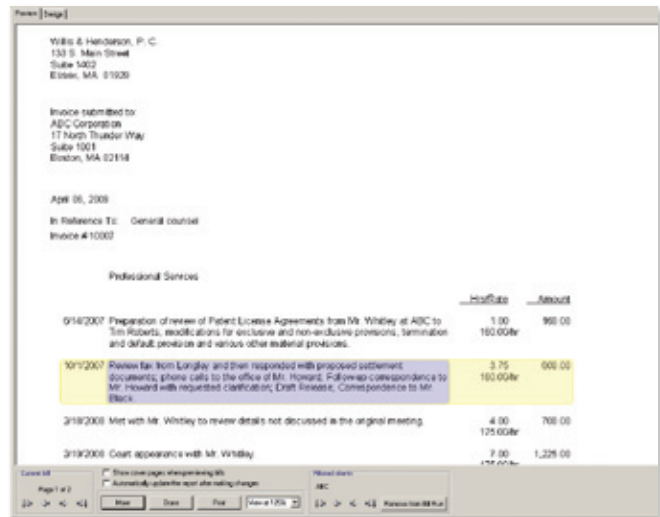
● In Bill Preview, you can easily edit bills during the billing process or remove entire bills while in the preview dialog.

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.[®] [6]

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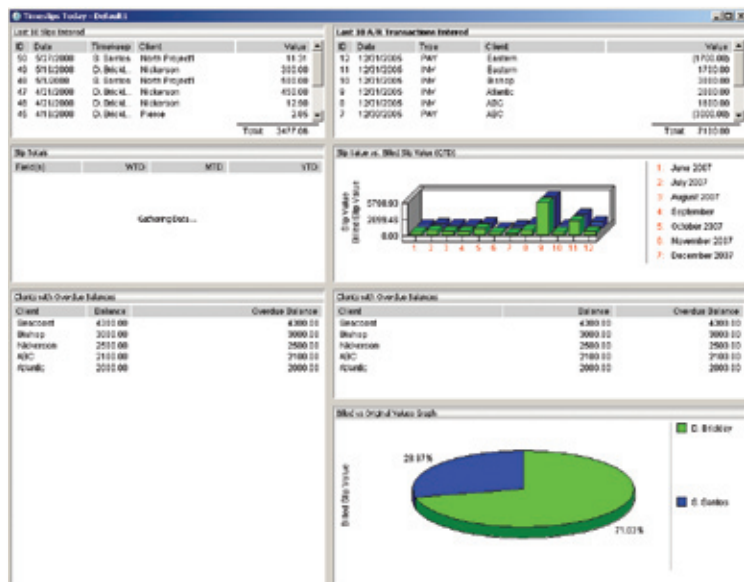
Timeslips Today is a customizable dashboard for your key business indicators, providing instant access to crucial information.

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

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 and any Internet-connected computer.

Add Capacity

Improve billing efficiency, accuracy, and timeliness by increasing direct access to Timeslips 2010. 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, and more.

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.

Our Guarantee—Try Timeslips Risk Free for 60 days!

We're so sure you'll capture more billable time and process invoices faster that when you buy Timeslips by Sage we back it up with our 60-Day, Money-Back Guarantee. If you are not 100 percent convinced that Timeslips is the best time and billing system for your organization, we'll refund the purchase price.[8]

PLUS: Get Up and Running Fast with 30 days of Free Tech Support![9]

Not only do we offer a 60-day, Money-Back Guarantee, we'll even give you 30 days of free support to help you get your new solution set up and answer any questions you may have.

Getting Started is Easy—and Help is Available

Timeslips Customer Support[10]

With Timeslips, you can count on receiving outstanding customer support. All customers receive 30 days of FREE customer support upon registration.

To ensure the best results from your use of Timeslips 2010, try the Timeslips Billing Assurance Plan. This customer support plan gives you unlimited 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 2010 Training Guides

Whether you're just starting to use Timeslips 2010 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/Training**

Timeslips 2010 Training Videos

A comprehensive set of training videos will introduce you to many of the new and improved features of Timeslips 2010. These videos can be accessed within the product or by visiting: **www.Timeslips.com/TrainingVideos**

Timeslips Certified Consultants[11]

Timeslips Certified Consultants are independent computer consultants who have passed 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 organization's specific needs. To find a Timeslips Certified Consultant near you, please visit: **www.Timeslips.com/Support/FindAConsultant.cfm**

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