# Timeslips 2010 Reviewer’s Guide

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Note to Reviewers

Thank you for taking the time to review Sage solutions.

The latest version of an industry-leading time and billing solution for more than 20 years, Timeslips by Sage 2010 is ideal for any business that bills for its time, including sole practitioners and service firms with multiple timekeepers on a network. Timeslips is easy to learn and use and helps professionals capture time quickly and accurately, leading to greater productivity and increased revenue.

Timeslips has remote access options and integrates with popular accounting software and key practice management solutions as well as Microsoft® Outlook® and Excel®. While Timeslips can be used by any service industry, it is a leader in time and billing for lawyers and accountants, with a variety of billing arrangements commonly used by legal and accounting professionals.

Thanks to improvements in reporting and billing that make it even easier to use, Timeslips 2010 is better than ever at turning time into money. Improved reporting features abound in the latest version, including a new report that shows the default billing rate level for each client, a Clients Not Billed report that helps prevent lost revenue, and other reporting features, including the option to print reports without saving them and the frequently requested features of separating thousands with commas and including dollar signs for money fields. Improved slip notes let you review slip notes from the slip list, search on slip notes for free-form text or for conflicts of interest, and include slip notes on user-defined reports. Enhancements have also been made to consolidated bills, e-mail billing, and the Purge feature, which now provides the option to hand-select the data to purge from the database. And these are just a few of the new and enhanced features in Timeslips 2010.

All of the features of Timeslips 2010 are highlighted in this Reviewer’s Guide, along with details on the features and benefits that have made Timeslips a market leader. If you have questions, or if you’d like to arrange an online demonstration, please contact us.

We sincerely appreciate your interest in reviewing these products.

Sam Hunter

Senior Vice President and General Manager
Timeslips by Sage
Core Products

Timeslips by Sage 2010 $499.99

Timeslips 2010 enables service-based businesses to efficiently manage every aspect of the time and billing cycle. Timeslips is easy to learn and use, and helps professionals capture time quickly and accurately, leading to greater productivity and increased revenue. It integrates with popular accounting software and key practice management solutions as well as Microsoft Outlook and Excel. Timeslips reports provide critical information to help better understand the business. Timeslips offers simple bill creation and seamless payment tracking.

Improved features include enhanced reporting options, including new Default Billing Rate and Clients Not Billed reports. Setup and navigation have also been simplified, thanks to the option of moving through forms using the Enter key and improved Accounting setup. New printing options let you print to Excel as displayed or print without saving. And expanded customization options include the option of creating new numeric fields that can be assigned custom values and can be associated with specific names, making report calculations significantly more powerful.

Improved features in Timeslips 2010 make this solution even easier to use, and can help users increase efficiency and productivity. Release date: June 23, 2009

Target Market

Timeslips 2010 is ideal for any business that bills for its time, including sole practitioners and small- to medium-sized service firms with multiple timekeepers. While Timeslips can be used by any service industry, it is a leader in time and billing for lawyers and accountants. Timeslips includes a variety of billing arrangements commonly used by legal and accounting professionals, including hourly, contingency, flat fee, percentage of completion, interim billing, progress billing, and more. Timeslips not only improves the billing cycle, but also provides critical information to help better manage the business.


This network edition of Timeslips 2010 includes five or ten network licenses of Timeslips 2010. Additional licenses may be added to extend Timeslips 2010 beyond five or ten users.

Target Market

The Timeslips 2010 Value Pack is ideal for service firms with multiple users who need to access networked data.

All pricing subject to change without notice.
Add-on Solutions

Timekeeper Capacity

**Additional Network Licenses**

Each: $199.95  
5-Pack: $699.99

By adding network licenses, customers can extend the efficiency of Timeslips 2010. Remove the middleman by enabling employees to enter hours in real time using time-tracking tools such as timers, time sheet entry, TSTimer, and more. Many preference settings, custom menus, and security settings are specifically designed to benefit network users. Adding network licenses to Timeslips gives each user access to specified areas, including time and expense tracking, payment entry, reporting, and more.

Accounting Integration

**TAL Pro for Peachtree by Sage and QuickBooks®** * Included

The Timeslips Accounting Link (TAL) Pro for Peachtree and QuickBooks helps Timeslips customers save time and money. Customers can eliminate duplicate entries between Timeslips and Peachtree or Timeslips and QuickBooks. The A/P link in TAL Pro helps save money by capturing billable costs. This versatile link also helps customers synchronize their client data between the solutions.

Electronic Bill Delivery

**Set of e-Billing Formats** $649.95

Easily transform Timeslips-generated bills into a predefined, industry-standard format, such as LEDES 98 or Examen, for automatic transmission to the client.

All pricing subject to change without notice.
Remote Access

**Timeslips eCenter***

Visit www.Timeslips.com/eCenter for pricing

Use Timeslips eCenter as a remote entry solution for employees on-the-go to capture time from satellite offices, accommodate fluctuating staff levels, expand the number of in-house users beyond desktop licensing, or to ensure timekeepers can access only their own time and expense information. Anyone with Internet access can create Timeslips time and expense slips over the Web. The Timeslips administrator can synchronize Timeslips eCenter accounts with Timeslips at any time. With one click, time and expense entries are downloaded to Timeslips. At the same time, names and settings from the Timeslips database are uploaded, ready for Timeslips eCenter users to access. A trial version is available at:

www.TimeslipseCenter.com

**Timeslips Remote**

$129.95

Ideal for laptop users, this standalone version of the time and expense entry function for Timeslips allows mobile professionals to create time and expense slips while away from the office. The entries are easily transmitted to Timeslips as an e-mail attachment or by flash drive. Additional features include a Time Sheet interface, the TSTimer tool for capturing time, and Interactive Reports.

* Requires Internet Explorer as your Web browser.
Contacts, Distribution, and Support

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Distribution
New and upgrade versions of Timeslips 2010 standard edition are sold direct by phone and on our Web store at www.timeslips.com. New and upgrade products are also sold through Timeslips Certified Consultants and resellers.

Guarantee
At Sage, we are confident our customers will be 100 percent satisfied with our products. That’s why we offer a 60-day money-back guarantee for first-time Timeslips customers. This guarantee does not apply to network expansions, training materials, or support packages.
Technical Support

A variety of support options are available for Timeslips customers.¹

Online Support—A database of helpful documents and a list of files for download are part of the online support options. An additional set of premium support tools is available exclusively for Billing Assurance Plan members.

Timeslips Billing Assurance Plan—Unlimited² access to toll-free technical support is available to Billing Assurance Plan members, along with product discounts, online services such as the Knowledge Center and Live Chat Assistance, and other benefits.

Training—Training guides, videos, and classes taught by certified professionals are available to help Timeslips users get the most out of their software investment.

Certified Consultants—A nationwide network of independent consultants, trained and certified by Sage, is available to assist with product installation, customization, and training.³

System Requirements

- Customer registration and acceptance of the license agreement for Timeslips software
- Windows Vista® Business or Ultimate; Windows® XP SP2; Windows 2000 SP1 or SP2
- PC compatible with 500 MHz Intel Pentium® Processor, AMD, or compatible processor; 1 GHz or higher processor recommended
- 512 MB RAM; 1 GB or higher recommended
- 300 MB free hard disk space for installation (excluding your database); 75 MB additional for database
- 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
- SVGA or better resolution supporting 800x600 and 256-colors; 1024x768 or higher recommended
- PC-compatible keyboard, mouse, and printer
- Network connectivity requires a network adapter appropriate to your type of network; highest quality network hardware is recommended
- 14.4 KBps modem if using the dialing features within Timeslips; 56 KBps modem recommended
- Sending bills and statements by e-mail requires MAPI-compliant e-mail program such as Microsoft Outlook®; not compatible with Outlook Express and AOL® e-mail
- Receiving slips by e-mail requires Microsoft Outlook 2007, 2003, 2002, or 2000 on the computer that receives the slips
- Internet connection required for using Timeslips Web features; high-speed Internet connections recommended
- Sound card and speakers recommended for enhanced interaction

¹ Additional fees may apply.
² Support specialists reserve the right to limit calls to one hour or one incident.
³ Certified Consultant services are provided by a third-party vendor. Sage is in no way liable or responsible for any claims made related to products or services provided by third-party vendors.
Core Features

The Timeslips Billing Cycle

Timeslips provides a well-established feature set that is presented in a user-friendly interface, making Timeslips 2010 an incredibly capable and flexible product that requires very little time to learn. After a few quick setup steps, aided by the helpful Wizard, a new Timeslips 2010 user can easily build a database.

A typical billing cycle for service firms consists of tracking time and expenses, generating bills, and managing payments and balances.

Tracking Time and Expenses

In Timeslips 2010, 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. Slips may also contain optional information such as activity description, estimated time, reference, and markup/adjustment amounts. The Time Sheet Slip Entry feature makes time entry an even quicker and easier process.

Time and Expense Entry Features:

- Create slips by e-mail.¹
- Complete the steps in your billing cycle more effectively and efficiently with the Navigator.
- Turn time spent on tasks and e-mail into billable entries through two-way integration with Microsoft Outlook.²
- Identify timekeepers who haven’t met minimum requirements.
- Capture your time through quick time entry with one-click stopwatch timer.
- Prevent errors using billing rate rules.

¹ The ability to receive slips sent by e-mail requires Microsoft Outlook 2007, 2003, 2002, or 2000 on the computer that receives the slips.
Generating Bills

Some time and billing programs have restrictions about when users can generate bills. Timeslips 2010 users can generate bills anytime. The list of selection options allows the user to be very specific about which bills are printed. 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 any number of custom field criteria. Bills are generated in the format that the user designs using the built-in design tool and include as much or little detail as the user specifies. Once bills are printed, they can be approved and posted to accounts receivable.

Billing features:

- Easily summarize your bill details through a bill cover page or include a personalized letter.
- Maintain better control over your billing through an automated slip approval process.
- Use interactive spell check and grammar check to make bills more professional-looking.
- Thoroughly review your clients’ billable activities prior to bill creation through the Pre-Bill Worksheet.
- Use fast drag-and-drop bill customization.
- Send bills and statements by e-mail.*
- Edit items quickly from displayed bills and reports.

* Sending bills and statements by e-mail requires a MAPI-compliant e-mail program such as Microsoft Outlook and is not compatible with Outlook Express or AOL e-mail.
Managing Balances and Payments

The accounts receivable module of Timeslips 2010 allows for 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 to more than 20 accounting packages, including two-way integration with Peachtree and QuickBooks.¹
- Reprint copies of unpaid/partially paid bills in one step.
- Enjoy one-click access to customization of standard reports and easy creation of new reports through the report design tool.
- Export most reports to a formatted Excel file.²
- Record payments, write-offs, credits, refunds, funds transfers, and more.
- Allocate payments to timekeepers based on recorded contribution.
- Define aging periods for review.

![Accounts Receivable Entry](image)

Record payments, credits, refunds, and more from a single simple interface.

Timeslips Today—The Business Resource Center

With Timeslips Today, users can access a customized, interactive selection of Timeslips data including slip totals, budget figures, accounts receivable transactions, and account balances. Timeslips Today allows users to design their own Timeslips control panels, complete with instant access to the data they need most.

*Timeslips Today is a customizable dashboard for the user’s key business indicators, providing instant access to crucial information.*
Flexible Reporting Capabilities

Timeslips 2010 includes a wide selection of standard reports developed to meet the unique needs of various service professionals. It also includes a Report Wizard and a report preview display to assist users with selecting the report that best meets their needs. Using the intuitive Report Designer, standard reports can be adapted to create a custom report suitable for all types of service firms.

Reporting Features:

- Enjoy a wide selection of standard reports, including detailed and summary-level report options.
- Create custom reports and graphs.
- Print reports to printer, display, file, PDF, or Excel.
- Use Report Wizard to assist in the selection and generation of the appropriate report.
- Quickly view and edit source data through drill-down capabilities.

Timeslips includes many standard reports. Users can preview a report prior to generating it to ensure they've selected the correct report.
New and Improved Features

Timeslips by Sage 2010 includes new features and improvements in direct response to the requests made by users. These new features and improvements are designed to make every step of your billing cycle even more seamless.

NEW! Client Default Rates Report

See the default billing rate level for each client. This useful resource for billing staff can help ensure Clients and Timekeepers are set up properly.

NEW! Clients Not Billed Report

This report shows all clients that were not billed during previous billing cycles. By identifying which clients have not been billed, this report can help users prevent lost revenue.
NEW! Preview Reports without Saving
Users can now print reports without having to first save them to the report list.

NEW! Print to Excel as Displayed
Users can now export data to Excel in a format that will resemble the printed report.
**ENHANCED! Slip Notes**

Users will appreciate the increased reference options from the expanded slip note options. Review slip notes from the slip list, search on slip notes for free-form text or for conflicts of interest, and include slip notes on user-defined reports.

![Image of slip notes interface]

**ENHANCED! Customizable Section on Bills**

Timeslips 2010 offers additional fields exposed for customizable sections on bills, so you can include the last bill date, last payment amount, and last payment ID to this section on a client’s bill.

**ENHANCED! Reporting Options**

Separate thousands with commas on reports with large values to make reports easier to read. You can also include dollar signs for money fields on reports.
**ENHANCED! Purge Feature**

Hand-select the data that should be purged from your database. In previous versions all closed data would have to be purged, but now users can select closed names, such as client or timekeeper to remove them from the database.

![Purge Feature](image.png)

**EXPANDED! Custom Field Types and Customization Options**

Create new numeric fields that can be assigned custom values and can be associated with specific names. This data can be used to select, sort, and subtotal records on reports, allowing for more powerful custom report calculations. In addition, new custom field types can store money, percent, hours, and number values.

![Custom Field Types](image.png)
**IMPROVED! History Bill for the Court**

When using the “History Bill for the Court” report, all totals for fees and expenses are now included.

**IMPROVED! Data Entry Options**

Use the Enter key on the number pad to move through fields (like the Tab key), improving speed of data entry.

**IMPROVED! E-mail Bills and Statements**

When e-mailing bills, users can now change the e-mail subject line to include custom information, like the invoice number and the client name.

**IMPROVED! Rate Analysis Report**

This report now allows the additional breakdown of rates of up to two additional levels for reporting purposes.
Join the Community!

A valuable resource is available for all Timeslips by Sage users. The Timeslips user community enables you to engage and interact with Timeslips professionals and other users through a variety of different communication forums and tools.

Join today at Community.Timeslips.com today!