

# TIMESHEET PROFESSIONAL

Time Tracking Solutions for Project-Oriented Professionals



**best**  
software

insights for the life of your business™



**TimeSheet Professional®**  
**PC and Web-based Time Sheet Software**  
**for Workgroups of Any Size**

*“TimeSheet Professional has helped us eliminate inaccurate, time-consuming manual processes, improve data accuracy and achieve our goal of tracking actuals of employee time by project, department and product.”*

**Tom Thelen**  
CEO Logicare

TimeSheet Professional is a project-oriented time and activity tracking application that is ideal for businesses that want to electronically assign project tasks to employees, and collect data on actual time spent and cost incurred on each task and/or project. TimeSheet Professional can add sophisticated time data collection to all major financial, project management and payroll systems, or it can function as a stand-alone time management tool. The application is easy to install and administer, and flexible enough to accommodate highly-complex business rules without customization.

Workgroups of any size can benefit from the flexibility and ease-of-use of TimeSheet Professional for project time tracking. With TimeSheet Professional, you can track time and expenses by many user-defined levels, including employee, department, client, project and individual task. This timesheet software is easily adaptable to an organization's or workgroup's project structure and workflow.

### Get Your Projects on Track with TimeSheet Professional

- Fast entry of timesheet data with intuitive spreadsheet-style interface
- PC and Web browser timesheet deployment
- Robust timesheet workflow approval processes with email notification and alerts
- Easy project and task setup and maintenance
- Sophisticated project costing and actual vs. budget tracking
- Detail and summary reports provide powerful reporting and analysis for more strategic planning and more accurate project forecasting

For over a decade, thousands of organizations, from Fortune 500 companies to entrepreneurial enterprises, have relied on TimeSheet Professional as their time tracking software to provide up-to-the-minute analysis on project budget costs, estimated time-to-completion and resources.

### PC-or Web-based for Flexible and Easy Time Tracking

TimeSheet Professional includes both a PC and Web-based timesheet interface, allowing remote team members easy access to project assignments from anywhere in the world. The Web-based module can be implemented with a single installation to a Web server with no additional setup necessary on workstations, providing quick and easy installation.

Implementation of the Web-browser module reduces the number of desktop applications your IT department supports. And since the Web browser interface of TimeSheet Professional supports both Windows and Macintosh workstations, you can get your company up and running quickly, even when utilizing multi-platform environments.

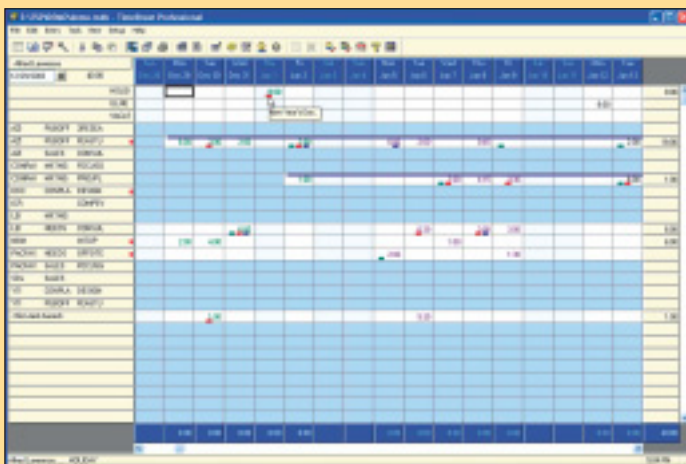
The Web browser module also reduces the amount of time spent on administrative tasks by automating daily or recurring tasks associated with employees, tasks and data. Using the Web browser, managers can easily add employees and components, assign security profiles and pay rules and manage group and level dependencies, allowing more time for strategic planning.

*"We used to spend about three weeks preparing our monthly invoices. With TimeSheet Professional, we simply upload the data into Peachtree [Accounting], and everything falls right into the invoice. Our entire billing process now takes just three days, and we've ultimately seen dramatic cash flow improvements."*

**Douglas Macgill**  
VP and CFO, Axiom Corporation

### Integration with Accounting, Payroll, Project Management and ERP Software Applications

Eliminate duplicate data entry and save time with the open database connectivity (ODBC) of TimeSheet Professional. The ODBC design and data exchange links ensure you are getting the most from your investment, which allows data sharing with a broad range of third-party software applications, including project managers, project schedulers, payroll, accounting, human resources and ERP systems.



Enter time and expenses related to projects using TimeSheet Professional's intuitive time entry screen — it literally takes only seconds!

# Project Management Solutions

## Powerful Project Tracking and Forecasting

Without the right software to track time and manage projects, accurate project tracking and forecasting can become a logistical nightmare! TimeSheet Professional streamlines processes, organizes data and provides the high-level reporting features you need to accurately forecast labor allocation, expenses, time-to-completion and more.

## Accurate Project Budgeting

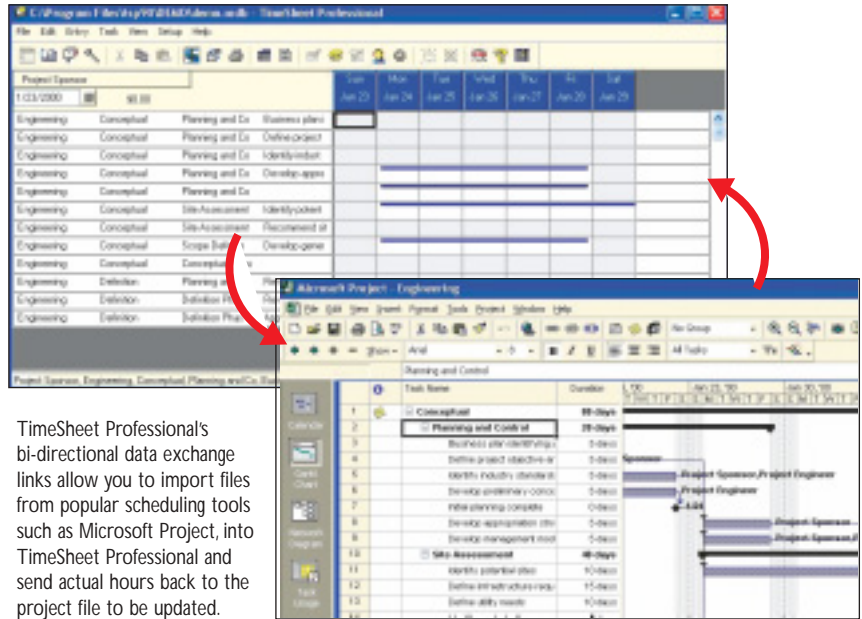
With TimeSheet Professional, get up-to-the-minute status for all your projects at the click of a mouse! Flexible budget setup and reporting lets you capture budget information from the highest level of detail, such as projects, down to the most minute level of detail, such as activities, resources and employees. You can budget hours and/or dollars at any level of detail, including but not limited to: tasks, projects, activities, phases, employees, workgroups or teams.

## Easily Adaptable to Your Organization's Project Structure

Customize TimeSheet Professional to work according to your company's workflow structure with easily defined feature sets such as time entry black out dates, definable workflow approval processes with e-mail notification, multi-level sign off and more.

## Integration with Microsoft® Project

TimeSheet Professional integrates with Microsoft Project, so you can import project tasks from Microsoft Project schedules and assign them to employee timesheets in TimeSheet Professional.



TimeSheet Professional's bi-directional data exchange links allow you to import files from popular scheduling tools such as Microsoft Project, into TimeSheet Professional and send actual hours back to the project file to be updated.

## Simplify Project Tracking with TimeSheet Professional and Microsoft® Project

TimeSheet Professional provides a simple yet powerful way to interface with Microsoft Project, providing you with the information you need to successfully manage projects, resources and budgets. You can create a schedule or a consolidated project plan in Microsoft Project and then assign tasks in TimeSheet Professional. Track your actual work in TimeSheet Professional and send the data back to Microsoft Project to update the schedule with actual work and a current estimate-to-completion of each task. This seamless and easy-to-use interface simplifies project tracking and provides real-time information on project status.

- Real-time tracking of project estimate-to-completion
- More accurate project forecasting for time, costs and resources
- Elimination of manual time collection methods for recording actual time spent on tasks/activities

- Elimination of duplicate timesheets for tracking regular hours versus project hours
- Real-time reporting for better-informed decision-making on resource allocation

## Comprehensive Reporting For Quick Analysis

Robust reporting tools in TimeSheet Professional feature detail and summary reports, as well as sophisticated Crystal reporting options that provide quick and easy access to critical business information. Get the answers you need to monitor projects, forecast resources and compare costs, quickly and easily. From detailed lists to high-level graphs for forecasting and projection presentations, TimeSheet Professional's reporting features can provide the answers you need to improve your company's analytic capabilities and drive better business decisions.

- Run reports in the TimeSheet Professional browser module for easy export to other applications for further analysis and review



Managers can approve or reject multiple time sheets in a one-step process that can reduce administrative tasks and save time.

- Utilize summary reports, including an easy-to-use wizard that walks you through the report creation process
- Create PDFs of reports for distribution via email and web browser

#### **Save Time with Streamlined Workflow Approval Process**

Time-saving features in the workflow approval process allow managers to oversee employees' time entry in TimeSheet Professional. The process is user-definable, and can be customized to include multiple approval steps as they pertain to your company's workflow structure.

TimeSheet Professional makes the approval process even easier with e-mail notifications (using SMTP) that include reminders to employees, managers and administrators about time sheets that do not meet the defined criteria. Managers and employees are automatically notified at specific levels in the approval process, making it easier for managers to keep track of workflow approval processes. Email notifications include approval process steps, as well as payroll and un-submitted time sheet reminders.

#### **Capture Time on the Go with TimeReporter®**

With TimeReporter for TimeSheet Professional, mobile professionals can capture time on the go using any Palm OS® handheld device. It's easy and effortless to synchronize TimeReporter. One quick press of the HotSync® button downloads validation data (clients, projects and codes) from TimeSheet Professional to your PDA and simultaneously uploads time entries directly to the TimeSheet Professional database. Whether you're in a meeting or on the road, you won't miss a minute with TimeReporter.

## Billing Solutions

### **Unbilled Time Can Cost Your Company Thousands**

Did you know that unbilled time can cost your company thousands of dollars in lost billable revenue? It's true. For example, if your business bills \$150 per hour for services, and 50 of your consultants do not document 30 minutes of billable time a week, the lost revenue translates to \$15,000 in one month!

Ensure projects are billed accurately and on time. Whether you want to track time for inter-departmental charge-backs or external client billing, TimeSheet Professional is the flexible time tracking software that provides easy data exchange with your billing software. TimeSheet Professional takes the hassle out of billing administration by interfacing with most billing and accounting software applications, including MAS 90, MAS 500, Peachtree Financial and Oracle Financial.

Intuitive data entry fields in TimeSheet Professional make it easy for staff to keep track of time spent on tasks and projects. When information is imported into your billing software, you can be sure your projects are billed completely and accurately.

### **Simplify Internal Charge-backs and Client Billing**

Capture rate information at numerous levels of detail, including billing rates, making billing reports a snap to create. TimeSheet Professional provides both detailed and summary billing reports for easy analysis and invoicing.

### **Determine Profitability of Projects and Clients**

Comprehensive and flexible reporting capabilities present a real-time snapshot of a project's profitability, as well as resources utilized and time-to-completion.

## Payroll Solutions

### Easy and Precise Payroll and Job Costing

Since TimeSheet Professional interfaces with most major payroll applications, employees can enter timesheets from their desktop, or via the Web, Palm Pilot or laptop, eliminating duplicate data entry and reducing the possibility of payroll errors. In addition, TimeSheet Professional can calculate overtime, sick leave, vacation and holiday time for precise and automatic payroll and job costing information.

### TimeSheet Professional simplifies the payroll process:

- Import user, client and activity records into your payroll software, and export events to be billed
- Create an unlimited number of user-definable pay rules
- Automatically send payroll exception reports by e-mail to employees who are missing time
- Import employee lists from your payroll package and export complete time card information directly back to TimeSheet Professional
- On-line approval process allows managers to easily access and approve employee time with an on-line approval process

### Leave It to the Experts - Maximize Your Investment with the Professional Services Team

Let the experts in project tracking software use their proficiency with time tracking consultation, implementation and training services to get your company up and running effortlessly on TimeSheet Professional.

### Business Processes Consulting and Implementation

We'll show you how to implement project workflow processes that work for your organization, capitalizing on TimeSheet Professional's efficiencies.

Let us help you with implementation of workflow-processes, including

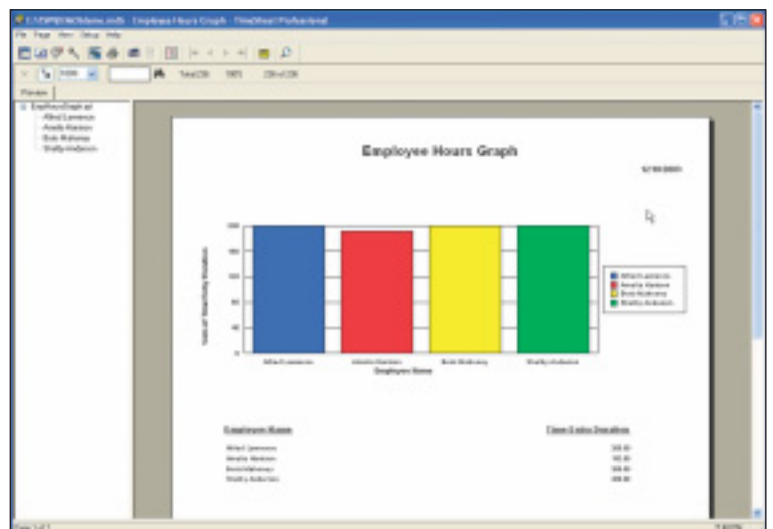
- Integration with your financial, payroll and billing systems
- Internal and external billing capabilities
- Consolidation of data for divisional reporting and more

### Database Design

Save your company time and IT resources. Let our Professional Services team customize TimeSheet Professional's database design to work with your company's time tracking project structure and workflow. Properly executed database design can optimize business processes, assist with planning for future growth in resources, leverage timesheet data collection and reporting and more.

### Custom Report Writing

Need a more complex report tailored specifically to your company's information needs? Our Professional Services team can design a custom report that provides you with quick and easy access to critical business information to help you make more informed business decisions.



The Employee Hours Graph is a Detail report that provides a better representation of data for viewing and presentation purposes.

## **Installation and Implementation**

With over 40,000 installations and implementations performed worldwide, our Professional Services team can assure a smooth, hassle-free installation and implementation of TimeSheet Professional.

## **Integration with Accounting, Payroll, Project Management and ERP software applications**

Eliminate duplicate data entry and save time with TimeSheet Professional's open database connectivity (ODBC). Professional Services can set up TimeSheet Professional so you can share data with a broad range of third party software applications, including project managers, project schedulers, payroll, accounting, human resources and ERP systems.

## **Training**

Professional Services can provide training programs tailored to the unique installation of TimeSheet Professional at your organization.

*“The integration [with Microsoft Project] is especially important to Axiom when consultants are working on fixed-price projects. With TimeSheet Professional, we can automatically import tasks and resources into the system, and push information back into Project for real-time reporting.”*

**Douglas Macgill**

VP and CFO, Axiom Corporation

### **Call today**

+44 (0) 20 8423 8855

### **E-mail:**

[sales@dsareen.com](mailto:sales@dsareen.com)

### **Visit:**

[www.dsareen.com](http://www.dsareen.com)



Best Software, Inc.  
www.timesheetprofessional.com

**In the UK, Europe and the Middle East**  
Deepak Sareen Associates Ltd  
Ambassador House, Cavendish Avenue  
Harrow, HA1 3RW, United Kingdom  
www.dsareen.com  
+44 (0) 20 8423 8855

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