



## SAGE MAS 500

## eTIMESHEETS

### USE eTIMESHEETS IN CONJUNCTION WITH PROJECT ACCOUNTING TO:

- Enter time and expenses remotely or locally anytime, anywhere.
- Track billable and non-billable time.
- E-mail copies of timesheets and expense claims to project managers or team leaders quickly and easily.
- View real-time project status at a high level or drill down to individual transactions entered for the project.
- Restrict access to administrative information using the security features embedded in Sage MAS 500 Project Accounting.
- Easily handle global expenses and foreign currencies.
- Know instantly what expenses and timesheets are ready for approval with the Approval Notifications page.
- Process information offline when an Internet or intranet connection is unavailable and upload later.

### SAGE MAS 500 SOLUTIONS

- CRM and E-business
- Financials and Project Accounting
- Distribution and Manufacturing
- Human Resources and Payroll
- Customization and Integration
- Business Intelligence

The screenshot shows the 'eTimesheets 7.0' application window. At the top, there are menu options: Transactions, Inquiries, Project Manager, Approvals, User Options, Window, and Help. Below the menu is a toolbar with icons for file operations. The main form area contains fields for 'Timesheet: 000000019', 'Resource: DJ', and 'Batch: PATS-0000010'. There is a 'Signed' checkbox. Below these fields is a table with columns for Project, Phase, Task, and days of the week (Fri 6/4/2, Sat 6/5/2, Sun 6/6/2, Mon 6/7/2, Tue 6/8/2, Wed 6/9/2, Thu 6/10/2, Fri 6/11/2, Sat 6/12/2), and a Total column. The table contains three rows of data:

Project	Phase	Task	Fri 6/4/2	Sat 6/5/2	Sun 6/6/2	Mon 6/7/2	Tue 6/8/2	Wed 6/9/2	Thu 6/10/2	Fri 6/11/2	Sat 6/12/2	Total
Ad Camp	Acct Mgmt									8.00	4.00	12.00
ENT EVAL	Design	Review				8.00	8.00					16.00
ENT TM	Conversion							8.00	8.00			16.00
<b>Totals:</b>			0.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	4.00	44.00

Below the table is a 'Details' section with a 'Comment' field. The details include: Hours Worked (8.00MSP Estimated Hours, 0.00), Hours Billed (8.00MSP Posted Hours, 0.00), Cost Rate (140.00MSP Unposted Hours, 0.00), and Charge Rate (250.00MSP % Complete, 0.00). The comment reads: 'The project should be completed this week.' At the bottom right, it says 'Bob Edgar Systems of America 11/15/2005'.

### Accelerate Your Projects with Browser-Based Time and Entry for Your Remote Workforce

eTimesheets for Sage MAS 500 ERP is a browser-based time and expense entry module designed to connect your remote workforce on a real-time basis. By enhancing the Project Accounting solution with this application, you'll be positioned to accelerate projects and better manage costs. Remote staff can swiftly enter time and expenses through the Internet. Likewise, team members at the home office can enter project time and expenses through the corporate intranet or Internet. All project information flows directly to Project Accounting, for up-to-the-minute analysis and processing.

Because eTimesheets provides a single electronic format for entering time and expenses, your team will save valuable time that was previously dedicated to filling out, filing, and submitting paper claims. Information can be entered whenever it's convenient for the user and transmitted in real time to Project Accounting. Moreover, timesheets and expenses can be e-mailed for quick evaluation by team leaders.

eTimesheets also benefits project managers. Project status and cost information can be checked anytime, anywhere in an easy-to-use online format. Even more beneficial, project managers can set up alerts to notify them when project parameters have been met or surpassed. For example, project managers receive a pop-up message when projects are 15 percent over estimated cost or five days past the start date. These notifications, along with the inquiry and status windows, instantly supply project managers with information to help them make the critical decisions needed to ensure the success of their projects.



# Sage MAS 500

## eTimesheets

*"Employees enter hours to be charged to a project, and they're automatically posted for invoicing. This allows us to be very granular when we break out charges to clients."*

Joe Wall, senior vice president  
Association Resources, Inc.

### Expense Claim Entry

- eTimesheets places all expense claims in an easily accessible online vault where team members can enter claims on a daily basis, as they are incurred.
- Make claim submission easy by leveraging an easy to use calendar style entry.
- Centralize all required expense claim data on one form.
- Reduce forgotten, overlooked claims.

### Timesheet Entry

- eTimesheets provides your team members with a single screen for entering timesheets.
- Reduce the time it takes for your staff to enter time.
- Eliminate the inaccuracies of handling and processing paper documents.
- Use shortcuts to further reduce the time it takes to enter and access task information.

### Integration with Microsoft Project

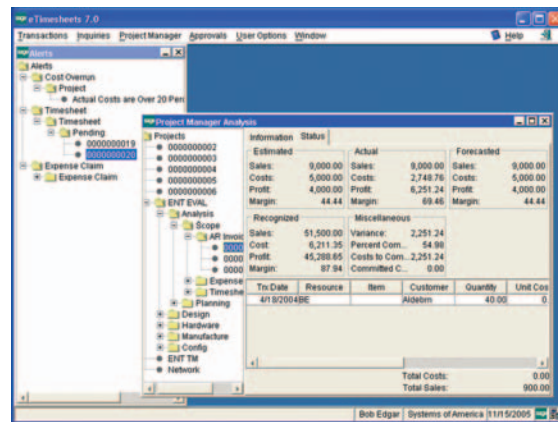
- A link to Microsoft Project enables you to further enhance the capabilities of Sage MAS 500 Project Accounting and the eTimesheets application. By integrating with this industry-leading project management software, you'll have an end-to-end solution that handles all aspects of your projects.
- Instantly access detailed project plans and tasks created in Microsoft Project.
- Reduce duplicate entry.
- Facilitate improved communication between all project team members.

### Project Manager Analysis

- eTimesheets is equipped with a series of powerful tools that enable project managers to determine if projects are within budget and make appropriate project process adjustments.
- Instantly compare estimated, actual, and forecasted information.
- Leverage dynamic drill-down capabilities to find precise information.
- View detailed transactions for projects, phases, and tasks.

### Approvals

- Timesheets and expense claims that have been automatically submitted appear and are easily accessible using a single screen for approval by project managers.
- Approval screens are secure and only accessible by authorized personnel.
- Minimize confusion by presenting only the relevant documents.
- Update the project accounting system upon completion of approvals.



### Project Manager Alerts

- The Project Manager Alerts function of Sage MAS 500 software automatically notifies project managers when a certain aspect of a project isn't going as planned.
- Eliminate the manual process of checking project status.
- Enable managers to create alerts on an individual basis, providing a personalized tool.
- Set up the system to provide notification at login or when the alerts page is open.