Sage Timeslips 2012

Sage Timeslips is the ideal solution for anyone who bills for their services and who wants to turn more of their time into money. Designed to simplify even the most complex billing cycle, Sage Timeslips includes all the basics you need to record your time and expenses and invoice your clients. Plus, it has advanced time tracking software features like invoice and report customization.

Sage Timeslips 2012 includes a number of new and enhanced features, including:

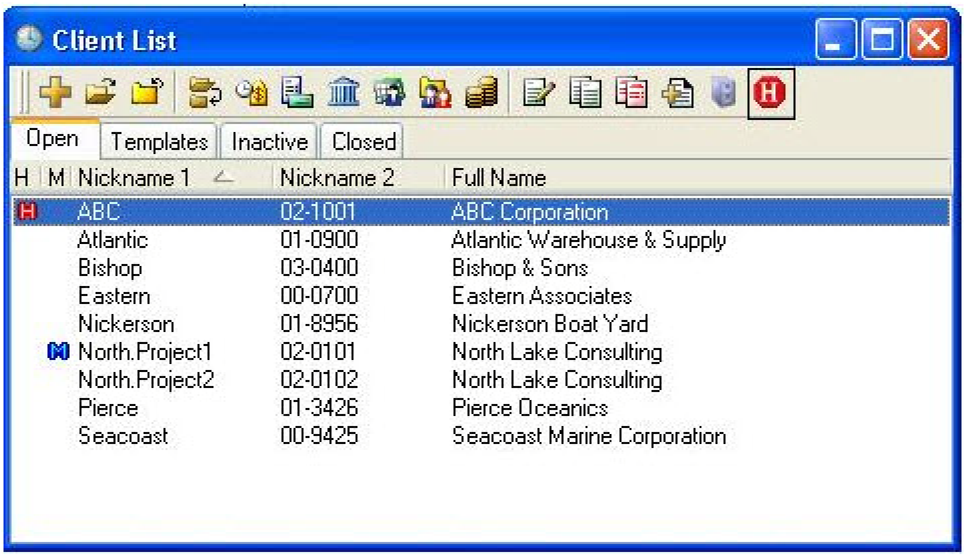
The new and enhanced features in Sage Timeslips 2012 help streamline your entire workflow for optimum efficiency.

Optimized Workflow

The new and enhanced features in Sage Timeslips 2012 help streamline your entire workflow for optimum efficiency. More than ever, you're able to focus more on your business and clients, and less on gathering, processing, and presenting facts and figures.

Efficiently place multiple clients on billing holds

Rather than opening individual client files to place them on a hold and exclude them from a billing run, just use the client list to directly view and change the full billing hold status of each client. You'll appreciate the speed and added convenience for what used to be a tedious, time-consuming process.



Quickly identify names for purging

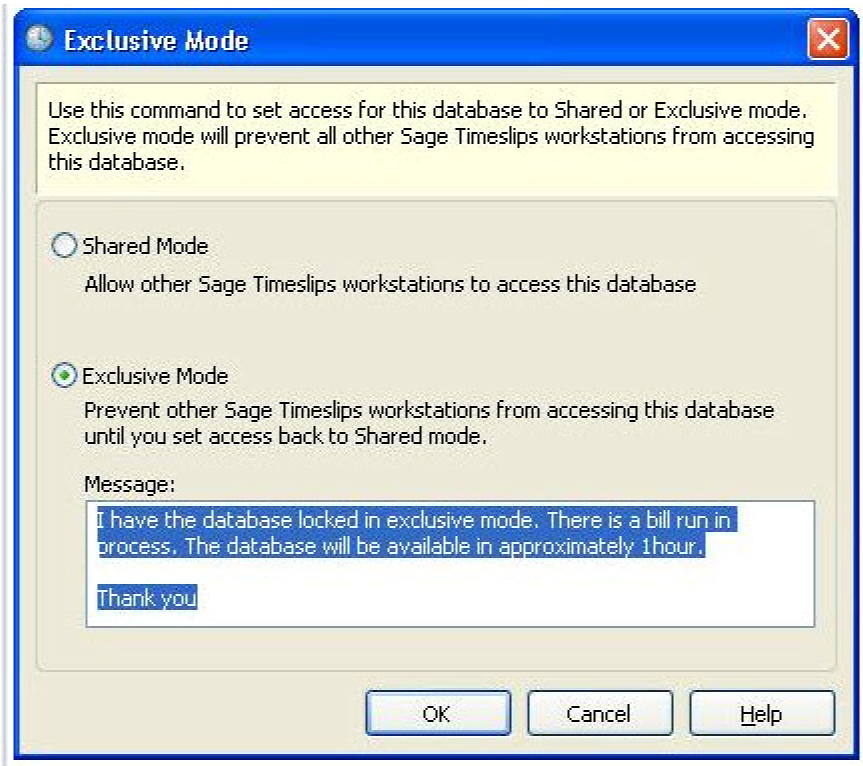
Eliminate the need to keep inactive records "open" to avoid purging them! Now in the Purge Dialogue box you can create a custom field that indicates if a record is to be purged—allowing you to keep client records that have been "closed" in the database.

Easily set exclusive access to the database

When performing critical functions to the database, such as purging, billing, and database maintenance, you now can set exclusive access to prevent others from accessing it during the procedure. This new feature provides you with the security of knowing that crucial operations will not be interrupted.

Send exclusive access notification

Avoid possible confusion among coworkers if they can't access a database. With the new Exclusive Access Notification you can quickly send a custom message to other users telling them when the database is locked and under exclusive access, and even the reason why.



Convert text case as appropriate

Quickly convert text to upper or lower case within the description area as your specific requirements dictate.

More easily access and store file backups

Set your own predefined default location to store backups. Not only does this improved feature give you a single location to store all Sage Timeslips backup files, it also makes them easier to locate.

Efficiently print any previewed report

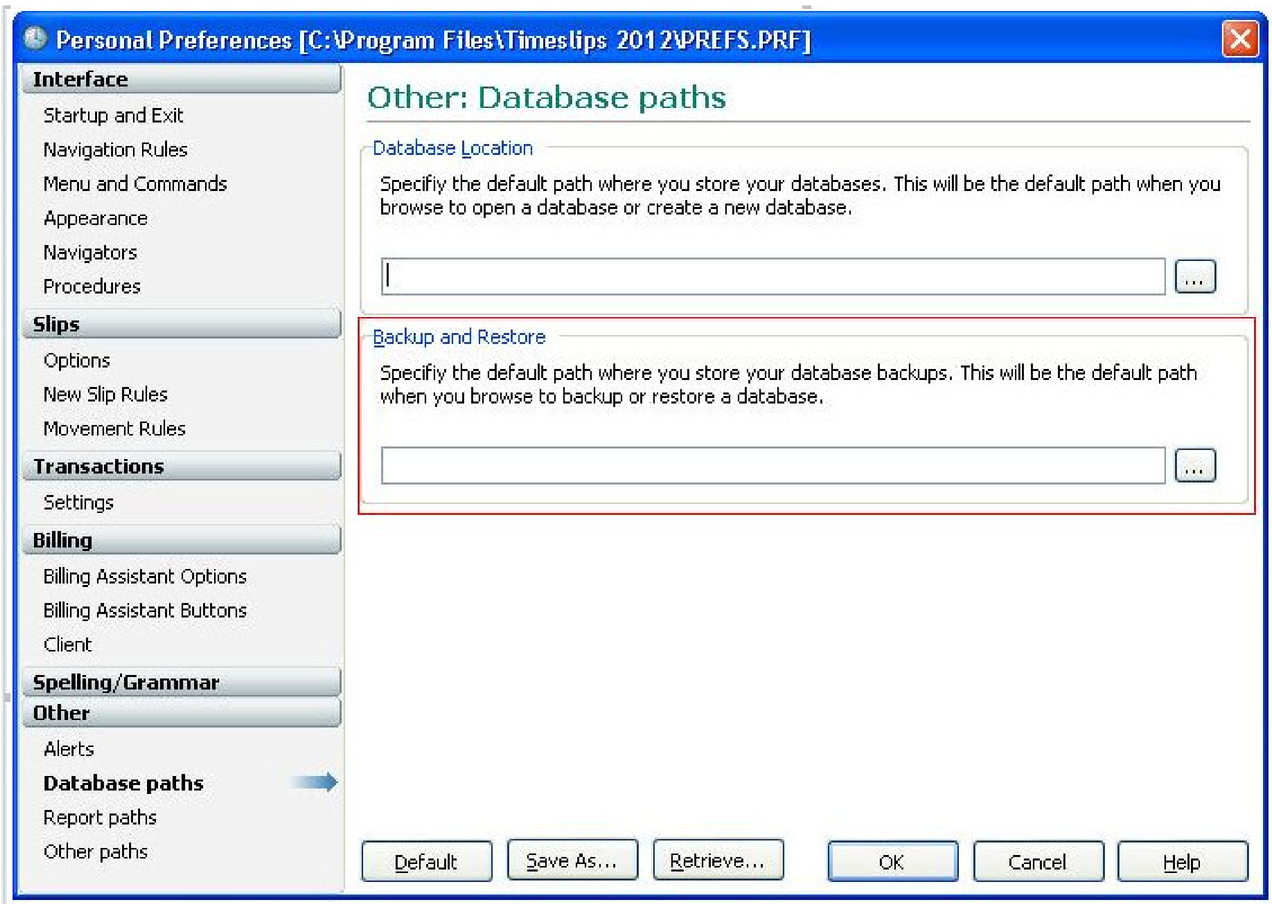
Make your office a greener one with less paper and more efficiency! When previewing any reports onscreen in Display, you now can immediately send them directly to a PDF file or an RTF file—as opposed to printing through a printer, or regenerating the report to save as a PDF or RTF.

Broaden the scope for correct spelling with six different dictionaries

Ensure all words are spelled correctly with the improved ability to spell-check text in description fields by using up to six different dictionaries at once. This includes a new dictionary of technical terms. For example, the British, American, and Legal dictionaries can all be used simultaneously to check the text that will appear on bills.

Accurately assess character/word count

With this new feature, you'll be able to automatically generate character and word counts—making sure you stay within a specific description limit as set by electronic bill formats. You can also quickly tell the amount of text in any large text field (for example, descriptions, client notes, and in reference to fields).



Set payment defaults more easily

Now you can set the default payment type and disable the payment types that your organziation does not use—resulting in faster processing and more efficiency.

Automatically prompt to create payments

When you place money in the funds (escrow) account of a client, Sage Timeslips will check if that client has a balance due. If so, Sage Timeslips will prompt and ask if you want to apply that money toward the balance owed or deposit the full amount.

Instantly print any dashboard page

Simplify your record keeping. As you use your Sage Timeslips Today dashboard to stay updated on your business activities, you now can quickly print out any page for your records without having to reproduce that information in a report.

Expanded Billing Capabilities

Take advantage of new options that increase the flexibility of your billing operations to save time, money, and resources—and even encourage you to go greener! Take advantage of new options that increase the flexibility of your billing operations to save time, money, and resources—and even encourage you to go greener!

Expanded Billing Capabilities

Sage Timeslips 2012 was designed to facilitate faster and more efficient billing than ever before. Take advantage of new options that increase the flexibility of your billing operations to save time, money, and resources—and even encourage you to go greener!

Easily edit previous bills with a word processor

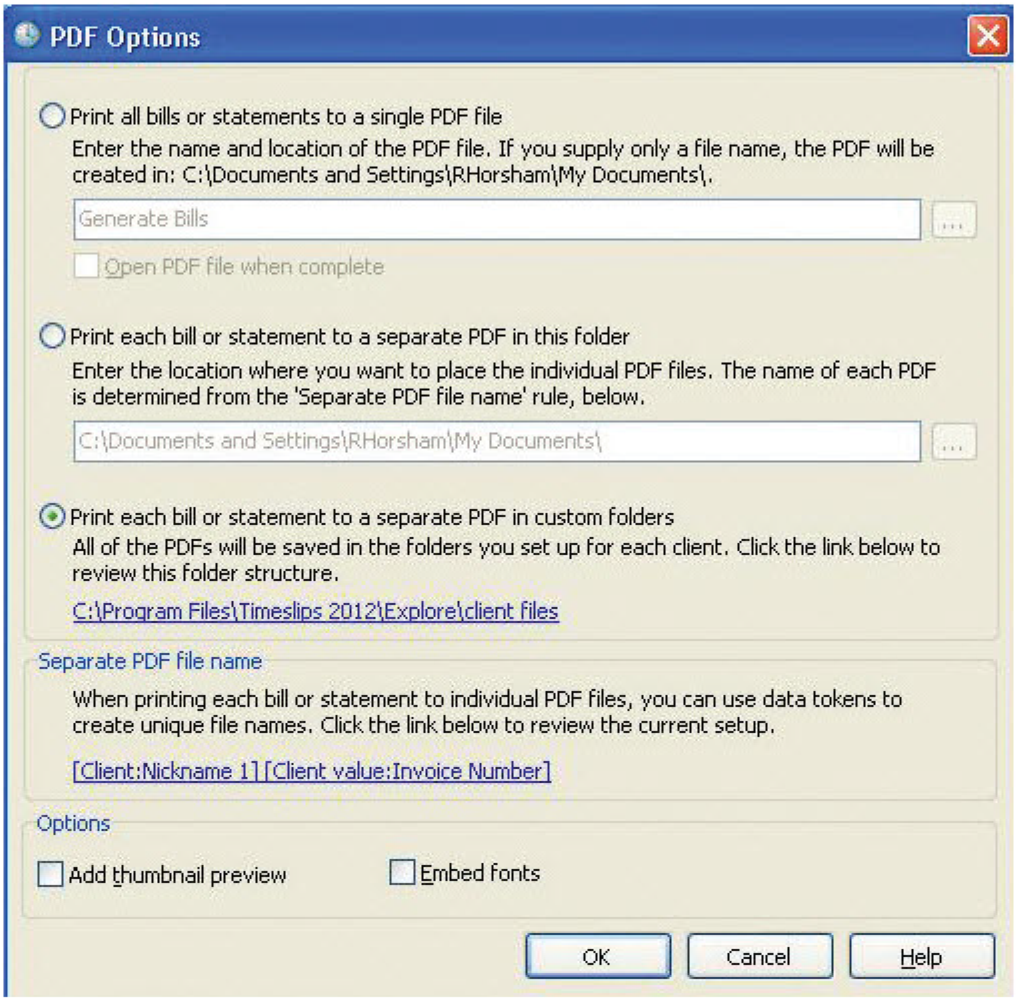
Now you can edit previous bills without changing the billing history. Simply export past bills in rich text format for editing in a word processing application (such as Microsoft Word), where you can manipulate and reprint those bills while still retaining an accurate history record.

More closely control replacement slip content

With the new date option for replacement slips, you're able to summarize charges on bills by the start and end dates that are most appropriate for your needs—rather than relying on a default date. For example, you can choose to display summarized charges that span an entire month, appear with a date at the beginning or end of the month.

Better maintain and access PDF bill folders

Select a predefined location to store PDF bills and statements on a client-by-client basis for an easier method to retrieve or send them to each client. The PDF bills and statements can now be stored in individual client folders on a network drive or on the local drive of the billing machine.



Conserve paper by emailing bills without first printing them

Reduce office waste with this new feature that allows you to generate then submit bills by email to clients without the necessity of printing hard copies. These “e-bills” will retain an image for reprinting and editing purposes just like a printed version but without excess paper.

Quickly approve PDF, text file, and RTF bills without printing

Continue your efforts to “go green!” Now you can approve bills to update accounts receivable balances and billing history without printing hard copies in order to maintain a bill image. You’ll decrease paper waste and increase productivity.

Trim the size of your PDF files

Now you can exclude embedded font information from PDF files to decrease their size. If you use standard fonts, it’s not necessary to include additional font information, which can inflate the file size an extra 80%. Omitting this data is especially useful if you send PDFs to many clients by email, as it will greatly reduce the amount of space taken up in your outbox (and their inbox).

More efficient reporting

Reduce the time spent setting up client reference information when tracking time for the audit house. Now you can import and export client reference setup data (such as the “Also use template” field) into other clients records in the same way regular export functionality works.

Find Documents Quickly and Easily

New Document Access features for Sage Timeslips 2012 increase your control over finding and generating documents.

Sage Timeslips 2012 Feature Comparison Chart

Sage Timeslips Feature Comparison Chart

This chart lists many of the features that have been added to Sage Timeslips over the last several versions.

Feature	2010	2011	2012
Exclusive Access			✓
Lower to upper case tet conversion			✓
Six included dictionaries for spell check			✓
Character and Word count tool			✓
Edit previously generated and approved bills			✓

Print and send PDF copies of bills			✓
Document Access			✓
Customer Letters			✓
PDF file maintenance			✓
Print to Ecel as displayed in Sage Timeslips		✓	✓
Preview Bills and Reports without saving to Report List		✓	✓
Clients Not Billed Report		✓	✓
Client Default Rates Report		✓	✓
Rate Analysis Report		✓	✓
Comma and Dollar Signs on Reports		✓	✓
Customize Email Templates		✓	✓
Numeric Type Custom Fields		✓	✓
Purge Specific Information		✓	✓
Purge Specific Information		✓	✓
Enter Key Navigation		✓	✓
Slips Notes for Reporting		✓	✓
Resizable Timesheet Entry		✓	✓
Disable Revision Stage		✓	✓
Timekeeper Collections and Contribution Report	✓	✓	✓
Calculated Fields on Reports	✓	✓	✓
Inactive References	✓	✓	✓
Automatic Conflict Check	✓	✓	✓

HTML Help	✓	✓	✓
Works with Windows Vista	✓	✓	✓
Print to Excel®	✓	✓	✓
Edit Bills directly from Bill Preview	✓	✓	✓
UserDefined A/R Reports	✓	✓	✓
AutoGenerated Envelopes/Labels	✓	✓	✓
Billing Assistant Redesign	✓	✓	✓
Link with Microsoft® Outlook®	✓	✓	✓
Create Slips by Email	✓	✓	✓
Slip Approval	✓	✓	✓
Bill layout cover page	✓	✓	✓
Scheduled backup	✓	✓	✓
Intuitive Report Designer	✓	✓	✓
Interactive Bill Preview	✓	✓	✓
Smart Configure	✓	✓	✓
Reprint unpaid bills	✓	✓	✓
Reprint bills to email*	✓	✓	✓
Bill output to preprinted forms	✓	✓	✓
Backdated A/R report	✓	✓	✓
Missing Time report	✓	✓	✓
Payment entry with invoice number search	✓	✓	✓
Reprint bills to PDF	✓	✓	✓

Navigator Menus	✓	✓	✓
Security features	✓	✓	✓
Procedures (Macros)	✓	✓	✓
Navigator Editor	✓	✓	✓
Percent complete billing	✓	✓	✓
Contingency billing	✓	✓	✓
Billing Assistant	✓	✓	✓
Slip List	✓	✓	✓
Reports Wizard	✓	✓	✓
Network Station Administrator	✓	✓	✓
Mini Sage Timeslips	✓	✓	✓
Data verification and repair tools	✓	✓	✓
Scalability / Features Enabled	✓	✓	✓
Multiple timers on one station	✓	✓	✓
Multiple retainer accounts	✓	✓	✓
Adjustments by timekeeper	✓	✓	✓
Unlimited rate overrides	✓	✓	✓
Tax jurisdictions	✓	✓	✓
Reverse Payments (bounced checks)	✓	✓	✓
Finance charge	✓	✓	✓
Firmwide budgeting	✓	✓	✓
Connected databases for satellite offices	✓	✓	✓

Audit Trails	✓	✓	✓
Discounts on early payments	✓	✓	✓
Bank deposit slips	✓	✓	✓
Export bills to rich text format	✓	✓	✓
Print to PDF	✓	✓	✓
Send Bills/Statements by email*	✓	✓	✓
Firm Assistant	✓	✓	✓
Data Entry Assistant	✓	✓	✓
Windows® XP certified	✓	✓	✓
Split Billing	✓	✓	✓
Legal dictionary for spell checking	✓	✓	✓
Time Sheet Slip Entry	✓	✓	✓
Sage Timeslips Today	✓	✓	✓
Print to PDF	✓	✓	✓
Send Bills/Statements by email*	✓	✓	✓
My Lists	✓	✓	✓
TSTimer	✓	✓	✓
TAL Pro for Peachtree	✓	✓	✓
	2010	2011	2012

Summary of the top seven features in recent releases of Sage Timeslips

*The ability to receive slips sent by email requires Microsoft Outlook 2000, 2002, 2003, or 2007 on the computer that receives the slips. Receiving slips is not compatible with Outlook Express or AOL® email.