Sage Timeslips

2011
Release Guide

25th
Anniversary
Edition

About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. At Sage, we live and breathe business every day. We are passionate about helping our customers achieve their ambitions. Our range of business software and services is continually evolving as we innovate to answer our customers' needs. Our solutions support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries. Sage North America employs more than 4,100 people and supports nearly 3.1 million small and medium-size business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 13,400 people and supports 6.1 million customers worldwide. For more information, please visit the website at **www.SageNorthAmerica.com** or call **866-308-2378**.

Sage | 1715 North Brown Road | Lawrenceville, GA 30043
www.SageNorthAmerica.com | **www.SageTimeslips.com**

04/10 10-22263 B121102

Sage Timeslips 2011:

Better Than Ever at Turning Time into Money

An industry-leading time and billing solution, Sage Timeslips 2011 enables professional service-based businesses to manage every aspect of the time and billing cycle efficiently. Easy to learn and use, Sage Timeslips captures time quickly and accurately, leading to greater productivity and increased revenue.

Sage Timeslips offers simple bill creation and seamless payment tracking, and it integrates with popular accounting software packages, and key practice management solutions, as well as productivity tools such as Microsoft® Outlook® and Excel®. The reports in Sage Timeslips present critical information that promotes better understanding of your business. And with improved performance, workflow, and reporting features, Sage Timeslips 2011 is better than ever at turning time into money.

As you read through this Release Guide, we hope you will be excited by the many new enhancements available in Sage Timeslips 2011. You may be wondering where to turn if you have questions about any of these new features. Great news! Customers on a current Sage Timeslips Billing Assurance Plan have access to our experienced technical support team to keep your software running smoothly.

A current Sage Timeslips Billing Assurance Essential Plan offers toll-free phone and email support, as well as unlimited Business-Building and Tech Tuesday Realtime Learning Courses. Upgrade to the Premium Plan for additional services like installation and upgrade assistance, online group training sessions, unlimited minor data repairs, and high-severity data corruption repair. To learn more about Billing Assurance, simply give us a call at **800-285-0999**, or send an email to: **TimeslipsSales@sage.com** today.

Call today!

Your Sage representative can help you choose a new Sage Billing Assurance plan, renew your existing plan, or review your current benefits. **Just call 800-285-0999.**

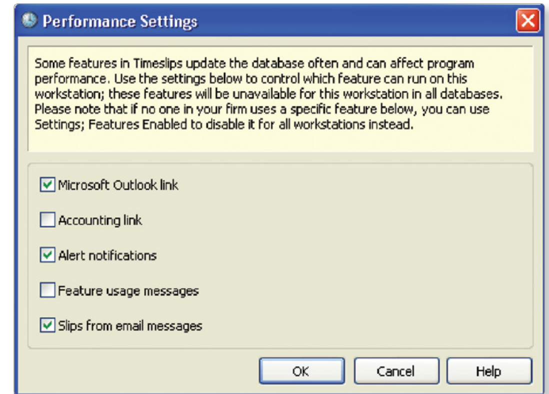
Enhanced Performance

More efficient workflow

Ensure an efficient workflow with new customization options. Help improve the performance of Sage Timeslips on individual workstations by turning off features and options on a per-workstation basis instead of being controlled globally.

Faster bill approvals

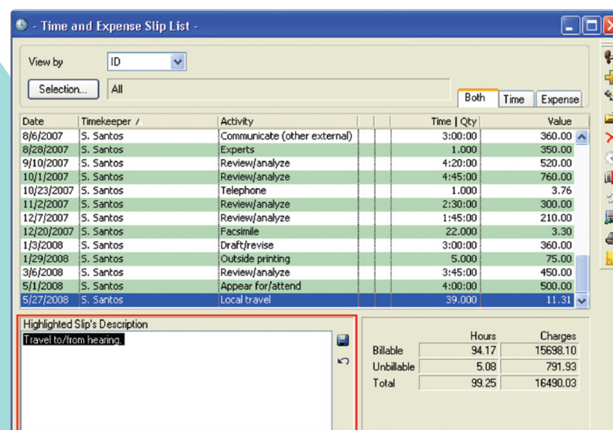
Spend less time approving bills, even in larger bill runs. Now when you move generated bills to a bill stage, such as proof, audit, revision, or undo, the process will take less time, thanks to significant improvements in processing.



Improved Workflow

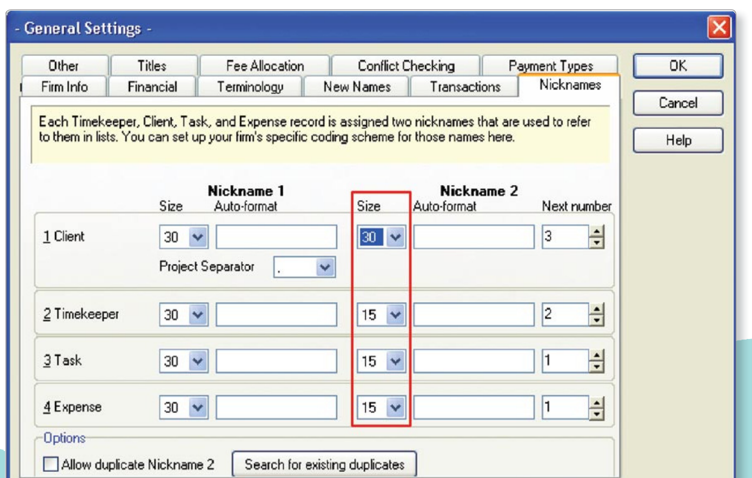
Easier slip description editing

Edit your slip or transaction descriptions without opening the entry dialog box. You'll appreciate the more efficient workflow afforded by the option to add or edit descriptions for slips, A/R transactions, and funds transactions directly from a list.



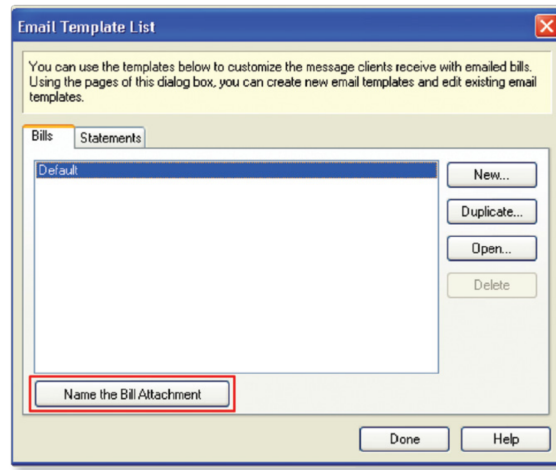
More room to write

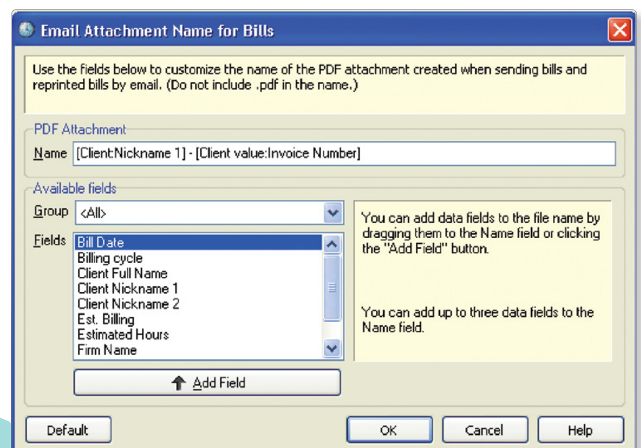
Since many Sage Timeslips users rely on the Nickname 2 field to provide a detailed description of Timekeepers, Clients, Tasks, and/or Expenses, this field has now increased from 15 to 30 characters for greater flexibility. In addition, a security feature has been added that lets you determine if Nickname 2 names can be duplicated, making its characteristics more like Nickname 1.



NEW! Custom names for bills and statements emailed to clients

A new custom naming convention is now available for bills and statements emailed to your clients.* Where previously all bills and statements had the same file name, you can now include individual client names, invoice numbers, or invoice dates with data tokens.

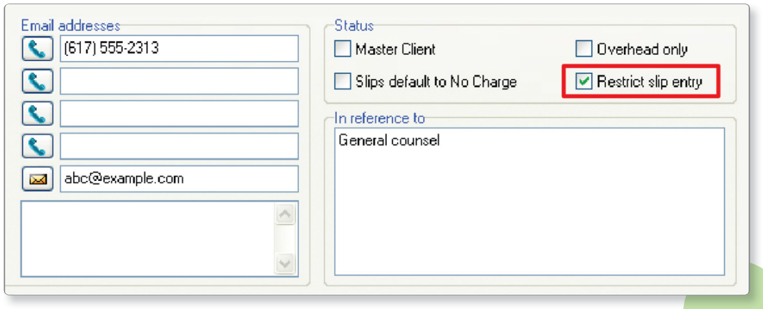


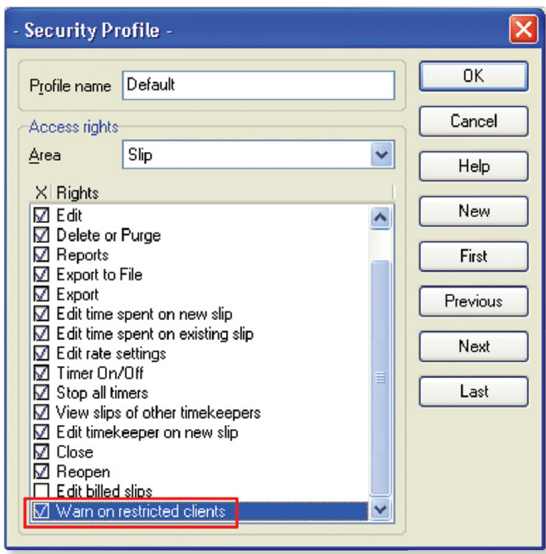


*Requires a MAPI-compliant email program, such as Microsoft Outlook® or Outlook Express, and is not compatible with AOL email.

More secure slip entry

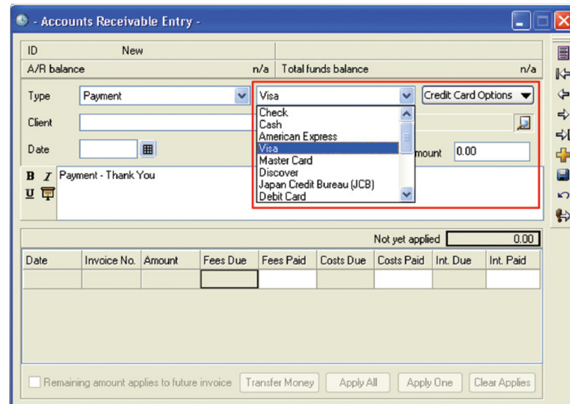
You'll appreciate the improved security measures in Sage Timeslips 2011. You now have the option to restrict slip entry completely on those clients who have that option checked. You can now warn or restrict slip entry on a client-by-client basis.

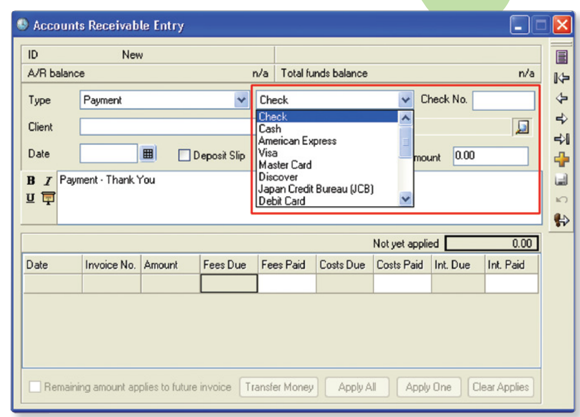




Convenient electronic payment options

Give your customers the convenience of paying with credit or debit card.** Process payments through Sage Timeslips using the new Sage Exchange integration to authorize credit cards, get an immediate approval or declined code, reprint receipts, and void transactions as necessary. A new electronic transactions report is also included. Sage Exchange not only provides you with a compliant solution, but also the flexibility to use multiple merchant account providers to process your credit card transactions.



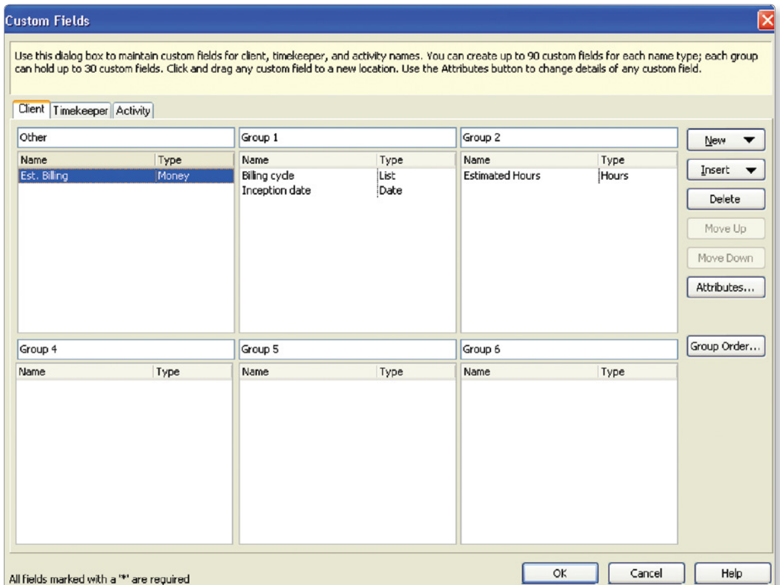


You also have greater flexibility in reporting payment information in A/R reports. New in Sage Timeslips 2011, you can now indicate the type of payment received: Credit card, check, and cash, along with five customizable options for payment types.

**Additional fees apply.

Create more custom fields per name type

The number of customer fields has been expanded in Sage Timeslips 2011. Because you can now create up to 90 custom fields for Clients, Timekeepers, Tasks, and Expenses, you can now use more than one electronic billing format per database and ensure there are custom fields available for reporting purposes, as well. You can even create up to six different groups to organize and categorize these custom fields.



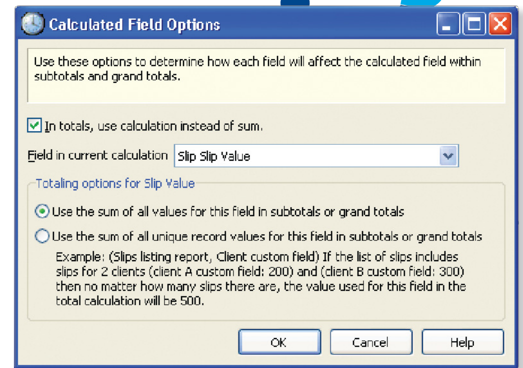
Choose the data you want to display

Now you can choose the data to be displayed on the slip list, A/R transaction list, and funds transaction lists instead of viewing all information, some of which you may not find beneficial. In addition, you can change the background colors on list dialogs for easier reading. You can even choose the format that colors appear such as on each record or on each line in the list dialog.

Improved Reporting

Give customers more payment details

Customers now have the ability to get more detailed information on how payments and other transactions were applied to each invoice. The new User-Defined Invoice Listing provides greater flexibility for reporting on Invoices, so you'll have at-a-glance access to information on how payments were applied.

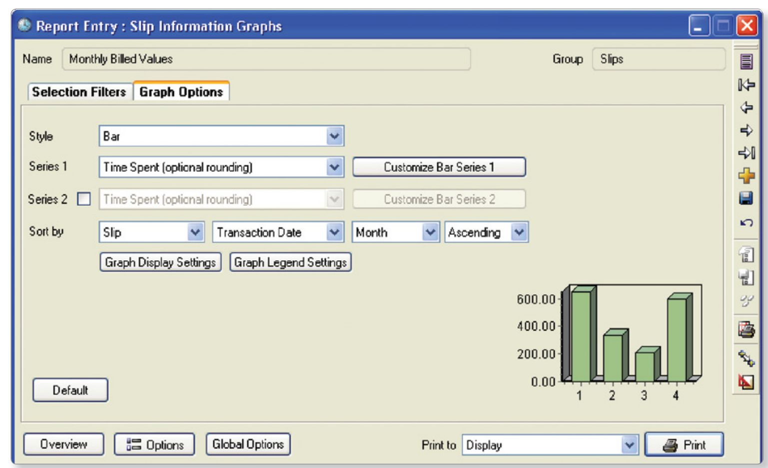


Take control of grand total settings in calculations

You now have more control over how calculations are done for subtotals and grand totals in user-defined reports. New in Sage Timeslips 2011, you can choose how each field is calculated. Take more control over these values by using the sum as the total or use a custom formula to provide subtotals or grand totals.

Greater control over charts and graphs

Several new options allow you to take more control over how graphs display and the information contained on them. Labels can now be assigned to specific date points on the graph, so instead of only seeing data points, you can show the actual value for each point. Options controlling color and graph type with preview have also been added, for a more user-friendly feature graphing tool.



System Requirements

- Customer registration and acceptance of the License Agreement for Sage Timeslips Software
- Windows® 7 Ultimate or Professional, Windows Vista® Business or Ultimate, Windows XP SP3
- PC compatible with 500 MHz Intel Pentium® Processor, AMD, or compatible processor; 1 GHz or higher processor recommended
- 1 GB RAM; 2 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 Sage 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 Sage Timeslips; 56 KBps modem recommended
- Sending bills and statements by email requires MAPI-compliant email program such as Microsoft Outlook®; not compatible with Outlook Express and AOL® email
- Receiving slips by email requires Microsoft Outlook 2007, 2003 on the computer that receives the slips
- Outlook integration requires Microsoft Outlook 2007, 2003
- Print to Excel® feature requires Microsoft Excel 2007, 2003
- Internet connection required for using Sage Timeslips web features; high-speed Internet connections recommended
- Sound card and speakers recommended for enhanced interaction

Ready for Sage Timeslips 2011?

Start taking advantage of all of the new and enhanced features available in the latest version of Sage Timeslips. We're here to help—simply contact your Sage Timeslips sales representative today at **800-285-0999**, or email **TimeslipsSales@sage.com**.

Get Connected!

Visit the Sage Timeslips online community today to ask questions and share product experiences, tips, tricks, and suggestions with colleagues as well as industry and product experts.

Community.Timeslips.com