



## TimeSheet Professional® 8.5

### Time tracking for the project-oriented professional

TimeSheet Professional® is the world's leading time- and expense-tracking software for project-related tasks and expenditures. For more than 10 years, thousands of organizations, from Fortune 500s to entrepreneurial enterprises, have relied on TimeSheet Professional to provide up-to-the-minute analysis on project budgets, costs, estimated-time-to-completion and resources.

TimeSheet Professional facilitates these processes with an easy-to-configure, simple-to-use project time-tracking and reporting application. How? First, you configure TimeSheet Professional for your workgroup, so that the information you capture is relevant to your business. Next, your users enter time and expenses related to projects using TimeSheet Professional's simple time entry screen. It literally takes only seconds for your employees to enter their time spent on projects each week! Finally, sign off your employee's time sheets (if required), print your reports and export the data to your project management/payroll/financial systems. It's that simple!

### Comprehensive reporting

TimeSheet Professional provides comprehensive reporting and analysis capabilities. The program provides more than 70 predefined Detail reports, including:

- R&D and IT capitalization
- Internal charge-backs and billing
- Project tracking and earned value reports
- HR and payroll reports including time off and pay calculations

In addition, TimeSheet Professional's flexible reporting allows you to build a library of custom Detail and Summary reports your company finds most useful. The Summary report collects data from a single TimeSheet Professional database—that is, data belonging to individuals using the same copy of the program and entering their time in the same database.

### Powerful project budgeting

TimeSheet Professional supports powerful budget setup and reporting by allowing you the flexibility to capture budget information at a high level, such as a project, as well as the lowest level of detail, such as activities or employees. In fact, 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.

**“Using TimeSheet Professional 8.5, we were able to lower our invoicing process from three weeks to three days. In addition, the product's immense functionality has enabled our 75+ consultants to manage projects remotely and significantly reduce contract management administrative duties. TimeSheet Professional has lived up to all of our expectations.”**

**Douglas Macgill**  
Vice President and CFO  
Axiom Corporation



At any level, TimeSheet Professional lets you generate budget vs. actual reports at any time, giving you up-to-the-minute status for all of your projects.

### **Use for internal charge-backs and client billing**

Whether you need to track time for inter-departmental charge-backs or external client billing, you'll find TimeSheet Professional to be a powerful billing tool for your organization or workgroup.

TimeSheet Professional allows you to capture rate information at numerous levels of detail, including billing rates, making billing reports a snap to create. TimeSheet Professional can also interface with most accounting and billing applications, such as MAS 90, Peachtree® and Oracle® Financial, with both summary and detailed billing information.

### **TimeSheet Professional adapts to your organization's project structure**

Why do so many project-driven organizations and workgroups use TimeSheet Professional? Because TimeSheet Professional adapts to your organization's or workgroup's project structure and workflow. It features an easy-to-use interface that allows most employees to track the status of their project work in less than five minutes a day.

Powerful, out-of-the-box customization and ease of use are not TimeSheet Professional's only strengths. Years of collaboration with a broad range of project-driven organizations have allowed us to define a feature set not matched by other applications, including:

- Time entry black-out dates
- Multi-level sign-off
- Task rules with level dependencies
- User-definable terminology
- Multi-level groupings
- Required fields
- Custom exception rules
- Extensive security

### **Web-based and/or native Windows usage**

TimeSheet Professional includes both a Web-based and a native Windows time-sheet interface, allowing distributed teams easy access to their project assignments from anywhere in the world. TimeSheet Professional's Web-based project-tracking module can be implemented with a single installation to a Web server with no additional setup on user workstations, providing quick and easy deployment.

This makes TimeSheet Professional easy to administer by helping to reduce the number of desktop applications your IT department supports. Furthermore, TimeSheet Professional's Web browser interface supports both Windows and Macintosh workstations using Internet Explorer. Thus TimeSheet Professional can be deployed in multi-platform environments using the same interface with all workstations working from the same database.

The TimeSheet Professional browser module also features Web-based administrative functionality, including features encompassing all the components necessary for daily or recurring administration of employees, tasks and data. With TimeSheet Professional, managers are able to add employees and components, assign security profiles and pay rules, and



manage group and level dependencies. What's more, reporting is an important administrative feature; users may report on data captured by TimeSheet Professional via a browser.

**TimeSheet Professional creates a powerful project management suite when coupled with Microsoft® Project**

TimeSheet Professional provides powerful way to interface with Microsoft Project. This data bridge allows you to create a schedule or consolidated project plans and import assigned tasks into TimeSheet Professional. You can then 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 estimated-time-to-completion of each task.

There are several advantages to interfacing TimeSheet Professional time sheet data with a project management package, including:

- Accurate tracking of estimated-time-to-completion
- Accurate costing of project effort
- Elimination of manual methods of actual work tracking
- Elimination of duplicate time sheets for regular hours tracking and project tracking
- Quicker decisions on what to do with resources

**Mobile solutions**

Best Software and iambic® Software offer TimeReporter® for TimeSheet Professional, allowing you to capture your time using any Palm OS® handheld device. Synchronizing TimeReporter is fast and easy—one quick press of the HotSync® button downloads validation data (clients, projects and codes) from TimeSheet Professional to your PDA and simultaneously uploads your time entries directly into your TimeSheet Professional database.

TimeSheet Professional also supports your mobile workforce with Web entry and reporting, remote entry and email notifications. Whether you're in a meeting or on the road, you won't miss a minute!

**"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**

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or call (312) 362-0001.**





## TimeSheet Professional facts and features

Here are some powerful features found in TimeSheet Professional:

- Straightforward yet powerful import/export format to integrate with almost any other application. Our customers have integrated TimeSheet Professional with a wide range of third-party products, including PeopleSoft®, SAP, Oracle Financials and JD Edwards®, all designed to maximize the efficiency and profitability of your organization.
- Track time and labor on internal, capitalized projects for audit purposes.
- Accurately distribute costs among multiple departments.
- Powerful integration with Microsoft Project
- Time sheet sign-off/approval process
- High- and low-level budget of time and cost
- Summary and detail reports with more than 72 standard reports included
- Robust payroll calculation
- Exception email alerts
- Remote and Web modules for off-line or off-network workstations and laptops
- Windows and Macintosh support with the Browser module
- Automated task creation rules to enforce project business rules, as well as pre-scheduled tasks
- Note/narrative creation attached to time entries
- Expense capture for total project costing
- Extensive security, with an audit trail to track changes
- Rate tracking at employee, task and component levels
- Create and apply your organization's business rules and policies to recorded time
- Populate employee time sheets with pre-assigned tasks with start and end dates
- Auto calculated totals on time sheets
- Quick, mass approval of a group's time sheets by a manager
- Summary and detailed level reports with simple and complex filtering for viewing and analyzing data
- Use warehoused data to project accurate duration, costs and resource levels needed for future projects.
- TimeSheet Professional is available to run on multiple databases including Access, Interbase, MS SQL Server and Oracle.

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