

Sage Timeslips

Capture Your
Organization's
Billable Time



Enabling organizations to easily and efficiently manage the time-tracking and billing cycle with:

- Intuitive time and expense entry
- Customizable bill creation and design
- Insightful reporting and management

sage

Capture Your Organization's Billable Time. **ALL** of It.

Are you ready to capture more billable hours, increase profitability, and deliver more accurate and timely billing? Whether your organization records time through scribbled notes on a sticky pad or through limited time tracking in your accounting software, the challenges are the same: How do you know your company's time is being captured fully and accurately? Is time capture quick and easy for your busy professionals, even when they are out of the office? Is billing timely, convenient, and easy for your clients to understand? Is it easy to pull reports?

With Sage Timeslips you get the solutions to these challenges and more. Sage Timeslips is an industry-leading time and billing solution that has been satisfying service organizations for over 25 years—and it can help your company, too!

What others are saying about Sage Timeslips:

- Law Office Computing—Reader's Choice Award
- CPA Technology Advisor—"5 stars" (out of 5), Time and Billing Systems
- Sage Timeslips is the #1 time and billing software for legal professionals¹



Intuitive Time and Expense Entry

Sage Timeslips makes it easier than ever to capture all of your organization's billable time and expenses—even when timekeepers are in the field. With its well-established feature set and user-friendly interface, Sage Timeslips is an incredibly capable and flexible solution that requires very little time to learn. After a few quick setup steps, aided by the helpful Setup Wizard, a new Sage Timeslips user can easily build a database and store vital information for each client or project in a single location for easy access, billing, and reporting.

In Sage Timeslips, time and expense entries are referred to as “slips.” Each slip contains vital information such as the timekeeper name, activity name, client name, rate/price, and time spent or quantity. Slips may also contain optional information such as activity description, estimated time, references, and markup/adjustment amounts.

Sage Timeslips makes entering time and expenses easy and efficient by:

- Turning time spent on client tasks and email into billable entries through two-way integration with Microsoft® Outlook®.²
- Capturing time easily—even when one task interrupts another—with one-click stopwatch timers.
- Giving remote computer and mobile device users the ability to generate time and expense slips over the web without installing any software.³
- Preventing errors with customizable rate rules based on any combination of rate, task, client, and timekeeper.
- Identifying timekeepers who haven't met minimum requirements.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total
ABC-ABC - ECGP-Analysis/Strategy		4.00	0.00	1.00		2.00		7.00
ANARC - Class Action Certification		2.00	3.50					5.50
Bishop, Schatz - Florida, Commercial		1.50	6.00	3.00	3.00			13.50
McKesson - Dispositive Matters		3.00	2.00	5.00				10.00
2011 Unbilled Items								0.00
Timekeeper Totals	0.00	0.00	3.00	8.00	0.00	0.00	0.00	0.00
Daily Totals	0.00	10.50	11.50	3.00	0.00	2.00	0.00	27.00

Convenient Client Payment Options

Give your customers the convenience of paying with a credit or debit card.⁴ Process payments in Sage Timeslips with Sage Payment Solutions using the Sage Exchange integration to authorize credit cards, get an immediate approval or declined code, reprint receipts, and void transactions.

Customizable Bill Creation and Design

Sage Timeslips enables quick and easy entry of bill payments and management of the billing process. Bills may be printed for all clients or for a subset of clients, for activities within a particular date range, for individual timekeepers, or by a number of custom field criteria. And, using the built-in design tool, bills are fully customizable.

The powerful bill design tool displays a full bill on screen with simple drag-and-drop customization. Drop in your logo, add and remove fields, change fonts, and reorder sections to get just the look you—and your clients—want. Best of all, the design displayed on screen is what the printed bill will look like, so there are no surprises.

Once you've designed your invoice to your liking, you can easily summarize bill details on a bill layout cover page, allowing you to provide a clear, concise overview of each client's bill. This cover page can summarize client-specific details, such as the amount due and current balance, in any format you choose.

And finally, you can send bills and statements to your clients by email⁵ and in a number of different industry-standard formats, including LEDES 98 and Legal Solutions Suite.⁶

Sage Timeslips makes managing billing, balances, and payments easy and efficient by:

- Offering a variety of billing arrangements including contingency, flat fee, and hourly.
- Directly editing bills during the billing review process.
- Automatically generating envelopes or labels during the billing process.
- Reprinting copies of unpaid or partially paid bills in one step.
- Linking with 20 accounting packages, including two-way integration with Sage Peachtree and QuickBooks®.⁷
- Recording payments, write-offs, credits, refunds, and funds transfers in a single simple interface.
- Allocating payments to timekeepers based on recorded contribution.
- Giving your clients the option of paying by credit and debit cards.⁴



With Sage Timeslips, it's easy to:

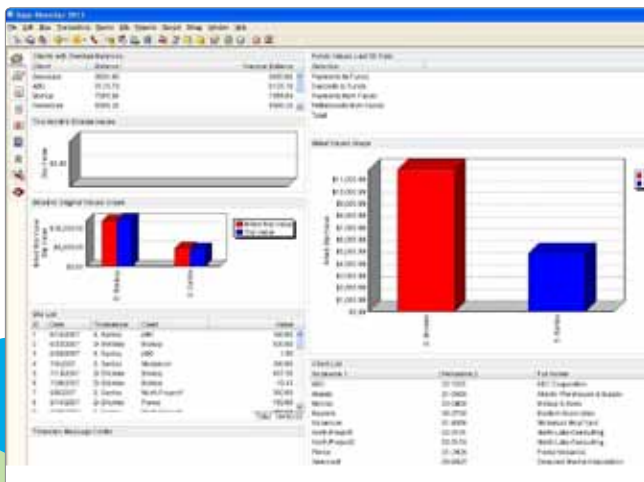
- Account for time down to the minute.
- Set up and manage client records.
- Track expenses against projects.
- Generate, review, and send bills quickly.



Insightful Reporting and Management

Sage Timeslips reporting helps you understand and project the performance and financial well-being of your organization. With more than 100 predefined reports, Sage Timeslips helps you better manage the productivity of your staff, monitor the time needed to complete tasks, and adjust rates to ensure profitability. But that's only the beginning of the business intelligence features available through Sage Timeslips. The software also offers simple drag-and-drop functionality to customize reports and graphs for information such as slips, clients, timekeepers, tasks, expenses, and transactions.

Plus, with Sage Timeslips Today—a customizable dashboard highlighting key business indicators—you can access an interactive selection of Sage Timeslips data including slip totals, budget figures, accounts receivable transactions, and account balances. Sage Timeslips Today allows you to design your own Sage Timeslips control panels, complete with instant access to the data you need most.



Sage Timeslips makes generating and customizing reports easy and efficient by:

- Including “thumbnail” samples and brief descriptions of each standard report.
- Easily building summary and itemized reports within Sage Timeslips based on client, slip, A/R, or funds records.
- Filtering and sorting by timekeeper on collections reports.
- Defining aging periods for review.
- Quickly viewing and editing source data through drill-down capabilities.

Try Sage Timeslips Risk Free for 60 days!

We're so sure you'll capture more billable time and process invoices more quickly that when you buy Sage Timeslips, we back it up with our 60-day, money-back guarantee for first-time customers. If you are not 100 percent convinced that Sage Timeslips is the best time and billing system for your organization, we'll refund the purchase price.⁸

PLUS: Get up and running quickly with 30 days of free tech support!⁹ We're here to help you get your new solution set up and answer any questions you may have.

You Don't Need an IT Department to Start Capturing More Billable Time Right Away.

Sage Timeslips is easy to install, easy to use, and it's easy to get started thanks to the many resources—including 30 days of free customer support—available to get you up and running quickly. We can even help you import historical data from your old software!

Sage Timeslips Support

With Sage Timeslips, you can count on receiving outstanding customer support. All customers receive 30 days of free customer support upon purchase.⁹ In addition, you can add a Sage Timeslips Billing Assurance Plan to maximize your software investment by giving you access to technical support, data expertise, installation assistance, and online training courses.

Sage Timeslips Training Videos

A comprehensive set of online training videos is available at no charge to introduce you to many of the features found in Sage Timeslips and help you get up and running quickly.

Sage Timeslips Knowledgebase

Available at no charge 24/7, the Sage Timeslips Knowledgebase is a comprehensive, searchable online technical resource library containing valuable software tips, tricks, and troubleshooting advice.

Online Networks

Our online communities are available for you to ask questions and share product experiences, tips, tricks, and suggestions with colleagues as well as industry and product experts.

Sage Realtime Learning Workshops

Included with Sage Timeslips Billing Assurance Plans, these online learning courses discuss the latest technology and services Sage has to offer.

Sage Timeslips Certified Consultants¹⁰

Sage Timeslips Certified Consultants are independent computer consultants who have passed comprehensive examinations on the implementation and use of Sage Timeslips products and services. A Sage Timeslips Certified Consultant can assist you with training staff or setting up and customizing Sage Timeslips to ensure you get a time

and billing system that is tailored to your organization's specific needs. To find a Sage Timeslips Certified Consultant near you, please visit: <http://www.sagetimeslips.com/Support-and-Training/Local-Services>

Add-on Solutions

Many add-on solutions⁶ are available to Sage Timeslips users to boost productivity and gain mobile access. These solutions make it convenient for you to work the way you want.

Web Data Entry⁸

Today's web and mobile technology is rapidly changing the way companies do business. More employees work remotely, outside of usual business hours, and critical data can't wait to be entered into the database until they're back at the office. Timekeepers want to enter time without having to install software while being able to use a variety of devices and operating systems. With Sage Timeslips eCenter, everyone can be happy and productive. An online time- and expense-tracking solution, Sage Timeslips eCenter gives in-house and remote computer and mobile device users the ability to generate time and expense slips over the web. Unchained from desktop software, employees can capture time and expenses anywhere and on any device with a browser and an Internet connection.

Electronic Billing

Many of your clients may prefer—or even require—that they receive their bills in predefined electronic formats. Sage Timeslips Electronic Billing solutions easily transform Sage Timeslips-generated bills into a number of different industry-standard formats, including LEDES 98 and Legal Solutions Suite.

Convenient Client Payment Options

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Additional Capacity

Improve billing efficiency, accuracy, and timeliness by increasing direct access to Sage Timeslips. When you add licenses to your network, more employees can track time and billing, payment entry, reporting, and more.



Maximize Your Software Investment

Sage Timeslips Billing Assurance Plans maximize your software investment by giving you access to technical support, data expertise, installation assistance, and online training courses. With two annual Billing Assurance Plans designed with the most frequently requested service options to choose from, you get peace of mind knowing your system will help your business continue to grow and prosper into the future.

Billing Assurance Essential Plan	Billing Assurance Premium Plan
<p>A basic plan is essential for every Sage Timeslips customer and includes:</p> <ul style="list-style-type: none"> • <i>Unlimited¹¹ Access to Toll-Free Telephone, Live Chat, and Email Support.</i> Whether you need help with an error code or want to know how to use a feature, you'll enjoy speedy, in-depth responses from Sage Timeslips technical experts. • <i>Unlimited Access to Tech Tuesday Realtime Learning.</i> Meet and interact online with speakers, consultants, and product experts who can help you get the information you need to get the most out of your Sage Timeslips software. • <i>Unlimited Access to Business-Building Realtime Learning.</i> These webcasts are designed to provide insight into various areas of interest across your business. General business topics cover a range of relevant concepts, while specific functional topics are designed to convey practical expertise to everyone within your business. 	<p>Includes everything from the Billing Assurance Essential Plan, plus:</p> <ul style="list-style-type: none"> • <i>Unlimited¹¹ Access to Tier 2 Support Representatives,</i> who have the ability to perform minor repairs by remotely accessing your system. • <i>Installation and Upgrade Assistance.</i> One scheduled outbound support call can assist with your Sage Timeslips installation and configuration as well as conversion of a prior Sage Timeslips database. • <i>Sage Timeslips Tutor.</i> Two one-hour scheduled interactive online group training sessions help you to learn more about specific Sage Timeslips features or become better versed at utilizing functions you use regularly. • <i>Unlimited Minor Data Repairs.</i> Minor data repairs¹² can be provided over the phone. • <i>Data Corruption Repair (one instance).</i> In the event of high-severity data corruption¹² we'll repair your database or restore your latest backup if a repair is not possible.

Ready to Get Sage Timeslips for Your Organization? We're here to help!

For more information, to receive a trial version, or to purchase Sage Timeslips, call **800-285-0999** or visit: **www.SageTimeslips.com**

System Requirements

For a complete list of recommended minimum system requirements, visit:

<http://www.SageTimeslips.com/Products-and-Services/System-Requirements>

About Sage North America

Sage North America is part of The Sage Group plc, a leading global supplier of business management software and services. Sage North America employs 3,900 people and supports more than 3 million small and mid-sized business customers. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs 13,600 people and supports more than 6 million customers worldwide. For more information, please visit the website at www.SageNorthAmerica.com.

¹Based on optional verbatim responses to the 2010 American Bar Association Legal Technology Survey Report: Law Office Technology, published in 2010 Legal Technology Survey Report: Law Office Technology, ©2010 American Bar Association, Reprinted with Permission.

²In a Windows Vista® environment, integration with Outlook 2007 will not work while using the Timeslips Accounting Link Pro for use with QuickBooks.

³Supported web browsers include Microsoft Internet Explorer 7.x, 8.x and 9.x, Mozilla Firefox 3.x and higher, Google Chrome 4.x and higher, and Apple Safari 4.x and higher.

⁴Subject to approval and to Sage Payment Solutions terms and conditions. Additional fees, Internet access, and credit card required. Approval of a merchant account and ability to process payments may take up to seven business days to complete.

⁵Email bills and statements require a MAPI-compliant email program, such as Microsoft Outlook, and is not compatible with AOL email or Outlook Express.

⁶Additional fees required.

⁷Integrates with all editions of Sage Peachtree, versions 2009-2011. Integrates with QuickBooks Pro and Premier editions, versions 2008-2010.

⁸Less any rebates. Return of product and dated proof-of-purchase is required. Cannot be combined with any other offers. For first-time customers only.

⁹Sage Timeslips customers receive 30 days of free technical support from date of product purchase. Free support provided for currently supported products only. Customer Service representatives have the right to limit calls to one hour or one incident.

¹⁰Certified Consultants are third-party vendors. Sage and its affiliates are in no way liable or responsible for claims made related to the products or services provided by third-party vendors. Sage does not warrant or guarantee the quality of third-party products or services.

¹¹Customer support representatives reserve the right to limit calls to one hour or one incident and are available from 8:30 a.m. to 7:00 p.m. ET.

¹²Not all data can be repaired. Data Repair Specialists reserve the right to determine whether the issue can be resolved using internal tools and processes. The Data Repair Service requires that a complete backup of your data be sent to Sage.

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