

TimeSheet Professional Features



User Friendly Time and Expense Tracking

- Track a virtually unlimited number of employees, clients, projects, activities, tasks, and notes.
- Track time with the stopwatch timer as you perform tasks.
- Track each project's details with notes.
- Define tasks with start and stop dates.
- Track tasks with Work Breakdown Structure (WBS) codes.
- Track expenses by department and cost center with expense codes.
- Ability to display entries in multiple views, including Time Sheet (spread sheet), Day (daily log) and Time Card views.
- Display tasks with Gantt bars in the Time Sheet View.
- Summarize employee or component information with the Roll-up feature in the Time Sheet View.

Time-Saving Workflow Approval Process

- Customizable to include multiple approval steps as they pertain to a company's workflow structure.
- Flexible workflow approval process is user-definable.
- Automatic notification of managers and employees at specified levels in the approval process.
- Email notification via SMTP server for approval process steps, payroll exceptions and un-submitted time sheets can be managed through Microsoft Outlook.

Fully Customizable To Meet Your Company's Unique Project Tracking Needs

- Scalable for virtually unlimited employee capacity.
- Maintain names, groups, dependency rules, security profiles, and pay rules in the Administration View.
- Customize task and component terminology to suit your organization's structure.
- Define custom security profiles for entering time and creating tasks to make data entry easier, less error-prone, and secure.
- Limit a task's availability and lock entries outside of a date range with task dates and security profiles.
- Organize employees and task components into groups to provide increased security.
- Define up to 10 custom fields to track data for each component level.

Client/Server Features

- Supports Oracle, Microsoft SQL Server, Microsoft Access, and MSDE.
- Access TimeSheet Professional's database with any ODBC-compliant application.
- Create custom application links using the optional Application Programming Interface (API).
- Database system benchmarking allows administrators to get standardized speed ratings to compare with other systems and analyze changes.

"At a reasonable cost, TimeSheet Professional does what I need it to do, while offering customization and flexibility in set-up that allows me to tailor the product to fit my specific needs. The benefits we've received as a result of implementing this solution have far surpassed our expectations."

Ron Kemp
Executive Director
Creative Services Department
North Carolina State University

Browser Module Affords Easy Access from the Web

- Familiar interface allows access to the three time entry views and the expense entry view.
- Browser module provides minimal administration and allows users to access TimeSheet Professional from the Web.
- Allows access to multiple databases to view and enter time, expenses, and notes.
- Print all time entry views to a printer directly from the browser.
- Use familiar double-click to open dialogs according to user preferences. Select list items using a double click.
- Incremental search on list boxes.
- Load, calculate, export and print summary and detail reports, as well as modify their select views.
- Maintain employee and component lists from within the browser.
- Maintain custom field list selection values from within the browser.
- Use relative dates from within the browser.

Summary Reports for Project Analysis and Forecasting

- Consolidate activities from multiple projects or employees.
- Compare actual amounts versus budgeted amounts on a month-to-month and year-to-year basis.
- Show a project's percentage of completion.
- Estimate a project's completion costs.
- Summary Report Calculation Method allows for multiple-function columns on a per entry basis.

Pre-Defined Detail Reports Give You Answers You Need Quickly and Easily

- Export reports to a variety of formats including Adobe Acrobat, Microsoft Excel, Microsoft Word, HTML, WordPerfect, dBase, and others.

- Create your own detail reports using the optional Crystal Reports report-writing program and make them available in TimeSheet Professional.
- Include any time entry or expense entry field on reports including notes and expense codes when creating reports with Crystal Reports.

Flexible and Powerful Integration

- Interface with popular payroll, accounting and billing solutions such as Abra Payroll, Timeslips, MAS 500, MAS 90, Oracle, SAP, Peachtree and Quickbooks.
- Optionally links with Microsoft® Project
- Automates data exchange with job scheduling between the main TimeSheet Professional installation, remote sites, and any linked programs.
- Custom data exchange links can modify specific task and component fields rather than overwriting an entire record.
- Custom data exchange links can also merge new groups into the existing list of groups rather than overwriting all the groups a component is already in.

Payroll Calculations Made Easy

- Create an unlimited number of user-definable pay rules.
- Automatically send e-mail notification to employees with incomplete time sheets.
- Comprehensive payroll reports identify missing time and payroll exceptions.

Mobile Solutions for Those on the Go

- Access time sheets via the Web, remote and Palm OS®
- Synchronize data with notebook PCs or other computers not connected to the network and the main TimeSheet Professional installation.
- Use MAPI-compliant e-mail systems to transfer data between Remote stations and the main TimeSheet Professional installation.

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