sage | Timeslips

Sage Timeslips Introduction

An industry-leading time and billing solution, **Sage Timeslips** enables businesses to manage the time-tracking and billing process easily and efficiently.

Sage Timeslips makes it easy to capture more billable hours, increase profitability and productivity and deliver more accurate and timely billing to your clients. It integrates with popular accounting software, such as Sage 50 Accounting US and QuickBooks®, as well as Microsoft® Outlook and practice management solutions such as Time Matters and Amicus Attorney.

Intuitive Time and Expense Entry

The Automatic Time Capture feature in Sage Timeslips gives you the ability to automate time recording from multiple applications including Microsoft® Office documents, Adobe® PDFs, web pages, third-party applications and more. When you want the freedom of mobile expense entry and tracking, the Timeslips eCenter add-on product provides web-based access with any browser and internet connection including laptops, Apple® Macs, iPads, Android® Tablets or smartphones.

Features to:

- Use two-way integration to turn time spent on client tasks and email into billable entries
- Capture billable time with one-click stopwatch timers
- Generate time and expense entries with eCenter via the web without additional software
- Prevent errors with customizable rate rules based on any combination of rate, task, client, and timekeeper
- Track expenses and disbursements for out-of-pocket expenses and for soft costs such as faxes and photocopies, supporting different price levels.

- Identify timekeepers who have not met minimum requirements
- Utilize Voice-to-Text recognition to enter description details in free-form text fields, account receivables, client reference, and notes
- Assign specific tasks and expense items to a client

Bill Creation and Design

Timeslips software helps you to manage your practice's billing process with custom bill design and creation. It includes tools to print bills for all clients, a subset of clients, activities within a date range, individual timekeepers, or by custom field criteria.

The bill design tool displays a full bill on screen and includes drag-and-drop customization. You can further customize bills by dropping in your logo, adding or removing fields, changing fonts, and reordering sections to create the format that best suits you and your clients. Features to:

- Provide an overview of client bills with a summary bill cover page
- Send bills in a variety of industry-standard electronic formats to comply with ABA requirements, including LEDES 98 and Legal Solutions Suite
- Offer a variety of billing arrangements including contingency, flat fee, and hourly
- Edit bills during the review/approval process
- Auto-generate envelopes or labels during the billing process
- Email bills to one or more recipients after the bills are approved, directly through the Timeslips program.
  Reprint copies of unpaid or partially paid bills to pdf or to a printer in one step
- Two-way integration with Sage 50 (Peachtree)and QuickBooks®
- Record payments, write-offs, credits, refunds, and funds transfers in a single interface
- Allocate timekeeper payments based on recorded contribution
- Customize bill formats for individual clients
- Give clients the option of paying with credit and debit cards

Reporting and Management

Choose from more than 100 predefined reports to see, understand, and manage your practice's performance and financial well-being. Timeslips software helps you to manage the productivity of your staff, monitor the time required to complete tasks, and adjust rates to ensure profitability.

Business intelligence features provide intuitive drag-and-drop functionality to customize graphs and reports for everything from billable time entries, client details, timekeepers, tasks, expenses, and transactions.
Supports:

Customizable dashboards to highlight your key business indicators

View and edit source data with drill-down capabilities

Timeslips reports include:

- Work in Progress
- Aged Accounts Receivable Balance Reports
- Daily Total of Billable Hours by Timekeeper
- Invoice Reports
- Payments by Month
- Flat Fee Analysis
- Revenue by Practice Area
- Revenue by Referral Source

Add-on Solutions

Add-on solutions available to Sage Timeslips users give you more ways to increase practice productivity and the freedom of mobile access. Add-on features make it convenient for you to work the way you prefer. Features include:

- Web Data Entry: Generate time and expense entries over the web with your office computer or mobile device with a subscription to eCenter
- Electronic Billing: Transform bills into a variety of industry-standard formats – including LEDES 98, and Legal Solutions Suite
- Client Payment Options: Use the Sage Exchange integration to authorize credit cards, get an immediate approval or declined, code, reprint receipts, and void transactions
- Additional Capacity: Add licenses to your network so more team members can track time and billing, payment entry, reporting, and more

For more detailed information about Sage Timeslips, specific features, or how it can help your law practice, please call 914-738-9148