

Timekeeper

White Paper

February 2005

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Overview

You own a business interior designing company that employs designers, drivers, carpenters, and salespeople, and you service customers throughout the Midwest. Since you manage your own accounting system, you know just how chaotic your billing and payroll can be. Today, a carpenter lost his weekly timesheet, two drivers wanted refunds for tolls paid without knowing for which delivery, and you just found out that although one of the interior designer's hours were calculated for payroll, the information was not added to the customer's invoice. And now the fax machine is continually being disconnected because every out-of-state salesperson is trying to fax their timesheets at the same time.

If your company provides billable services and employs remote staff, keeping your billing and payroll straight is constantly going to be difficult task.

When you bill your customers for time-based projects and rely on out-of-office employees to process sales and work orders, you are going to look for ways to use the same employee time entered for both billing purposes and payroll. However, you do realize how much a nuisance paper timesheets are for your employees. Plus, when an additional expenditure is made for a customer project, a timesheet cannot track that information. Companies are looking for ways to:

- Create electronic timesheets
- Record additional expenses with time data
- Eliminate double-entry of time

With the proper software and hardware, your company can quickly and inexpensively process time and expenses for both payroll and billing without entering the data twice. This white paper covers each of the listed time-entry goals and the solution you need from a time/expense entry software program. This white paper also offers the recommendation of using MAS 90® or MAS 200® with the Timekeeper module, and details how certain features can help you eliminate manual entry while recording accurate time/expense information.

Using Electronic Timesheets

If you hire out-of-office staff, you know how difficult it is to get timesheets sent in a timely manner. Usually the reason is that the employee hasn't actually entered the data into the timesheet, which means you're not actually receiving the most accurate time spent on projects. Moving to an electronic timesheet will encourage employees to enter time immediately. This section offers recommendations and features needed in a time-entry software program to help your company track time electronically.

Works on Remote Hardware

Personal digital assistants (PDA's) have helped remote staff tremendously when it comes to scheduling appointments and entering notes electronically. If you select a time entry program that runs on a PDA, you can incorporate the same sense of convenience while completing business tasks. PDA's available on the market include Palm OS handheld devices and Pocket PCs (Windows CE) devices. Select a time entry program that runs on both types of devices so that you are never restrained to a specific hardware choice.

Laptop computers are still the hardware of choice for many salespeople. Laptops are convenient because they can be used during sales presentations. If you select a time entry program that works on a laptop, sales staff will be able to enter time information without requiring an additional piece of hardware to carry during travel.

Available on the Internet

The World Wide Web has transformed the way everyone does business. Company Intranets have allowed businesses to post information onto the web to be viewed by company staff only. By selecting a time entry program that can be accessed by employees only via the web, out-of-town staff will be able to log in hours automatically without having to fax in timesheets to be manually entered.

Maintain Approval and Security Rules

Companies that are used to having one or a few staff members enter time data for all employees may feel the urge to resist allowing employees enter their own time for approval and security reasons. Select a time entry program that allows you to setup administrative approvals and allows employees to be able to enter and view their own times and not any other employee's time.

Recording Expenses with Time Information

When it's hard enough for employees to return timesheets when they're due, having expense reports on time is next to impossible. This section offers recommendations and features needed in a time entry software program to help your company track expenses electronically.

Electronic Expense Sheets

For most companies there are two ways employees receive checks – for payroll and for reimbursements. Just like time, some expenses occur during customer projects. To know exactly how much a project is earning your company, you need to also include the extra expenditures. By allowing employees to enter expenses electronically on a timesheet, employees are less likely to forget to return expense forms on time and you have the ability to track expenses against customer projects.

Ability to Mark Expenses as Billable or Not

When completing a task for a customer, there are times when additional expenses occur. It might be a travel expenses that is billable to the customer and reimbursable to the employee, or it might be a new cord for a salesperson's laptop, which is reimbursable to the employee but not billable to the customer. Select a time/expense entry program that can allow your staff to select whether or not an expense is billable to a customer.

Maintain Approval and Security Rules

Just as you would want to approve time entries by employees, you will want to approve expenses entered by employees, and determine whether or not the expenses are billable to a customer. Select a time/expense entry program that allows you to setup administrative approvals and allows employees to be able to enter and view their own expenses and not any other employee's expenses.

Eliminating Double-Entry of Data

It's hard enough for your staff to complete their daily activities – having them enter data twice wastes time and money that can be used towards expanding your business. This section offers recommendations and features needed in a time/expense entry software program to help you eliminate double-entry of time and expenses.

Use Time for Multiple Purposes

You need to track employees time on projects to bill customers accurately, and you need employees' time for payroll. Why not use the same time entries for both tasks? Select a time/expense entry program that allows your company to handle both payroll and billing based on one entry of time data.

Utilize Expense Data for Several Objectives

You need expenses for employee reimbursement checks, and to know the total cost of a job or to bill a customer. When searching for a time/expense entry program, select a program that allows your company to enter expenses once and use the data for job costing, billing, and reimbursements.

Timekeeper for MAS 90 or MAS 200

Timekeeper contains many of the features that can help you solve the problems of paper timesheets, inaccurate expenses, and double-entry of time data. Timekeeper follows the technology standards set by Best Software® with their MAS 90® or MAS 200® application.

Problems Solved

Timekeeper allows your company to create accurate time reports that ensure your client invoices are correct and complete, and that they are processed cost-effectively while tying the data into your MAS 90 or MAS 200 accounting, distribution, and manufacturing system. This section lists the features required for electronic timesheets, recording expense with time data, and eliminating double-entry, and how Timekeeper includes and handles the requirements.

Using Electronic Timesheets

Features Required	Timekeeper
Ability to enter time via a PDA device	The Timekeeper program is extremely flexible when it comes to allowing employees to enter time data. The Timekeeper program operates on most handheld devices including: <ul style="list-style-type: none">• Palm devices running Palm OS 4.0 and above with at least 8 MB RAM• Pocket PC (Windows CE) device running 2002 or later with at least 8 MB RAM Timekeeper PDA users will be able to enter time and expenses and synchronize the information when they return to the office.
Allows users to enter data on a laptop	The Timekeeper program features the Timekeeper Remote application that runs on a workstation or laptop that is not currently logged into MAS 90 or MAS 200. Timekeeper Remote users will be able to enter time and expenses and synchronize the data with the MAS 90 or MAS 200 system.
Accessible through the Internet	Timekeeper's latest feature is the .timekeeper application – the web-entry version of Timekeeper. .timekeeper users can log into their company's website and enter time information directly into the MAS 90 or MAS 200 system. There is no synchronization process required, since the entries are made in real-time.

Features Required	Timekeeper
Maintain data security	<p>Employees that access Timekeeper through MAS 90 or MAS 200 will only be able to review their own time information, unless they are setup as administrators or salespeople. Timekeeper PDA and Timekeeper Remote users will only be able to enter their time data and not any other user's information. .timekeeper users will only be able to access their own data unless they are setup as an administrator or salesperson.</p> <p>Administrators and salespeople will be able to access other employees' time data for approval purposes.</p> <p>You can setup .timekeeper or MAS 90 or MAS 200 to allow customers to approve time entries on their projects. These customers will only be able to see time entries for their own projects.</p>
Uphold approval system	<p>Your company can setup approvals for Timekeeper. You can setup administrative approvals completed by an administrator or manager, and you can setup secondary approvals to be completed by a salesperson or a customer. Approvals are completed in MAS 90 or MAS 200 or through the Internet with the .timekeeper program. You can set all time entries to require approvals before posting the information to payroll or billing features.</p>

Recording Expenses with Time Information

Features Required	Timekeeper
Ability to enter expenses with time data	<p>The Timekeeper application contains an expense feature that allows you to enter the expense amount, the purpose for the expense, and the project that the purchase was made for. You can enter expenses through the MAS 90 or MAS 200 Timekeeper module, through Timekeeper Remote, through Timekeeper PDA, or through .timekeeper.</p>
Allowed to designate expenses as billable to a customer	<p>The Timekeeper application allows users and managers to mark expenses as either billable or non-billable to the customer.</p>
Maintain data security	<p>Just as with time entries, employees that access Timekeeper through MAS 90 or MAS 200 will only be able to review their own expense information, unless they are setup as administrators or salespeople. Timekeeper PDA and Timekeeper Remote users will only be able to enter their expenses, and .timekeeper users will only be able to access their own expenses unless they are setup as an administrator or salesperson.</p> <p>Administrators and salespeople will be able to access other employees' expenses data for</p>

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	approval purposes. You can setup .timekeeper or MAS 90 or MAS 200 to allow customers to approve expense entries on their projects. These customers will only be able to see expense entries for their own projects.
Uphold approval system	Just as with time entries, your company can setup approvals for Timekeeper. You can setup administrative approvals completed by an administrator or manager, and you can setup secondary approvals to be completed by a salesperson or a customer. Approvals are completed in MAS 90 or MAS 200 or through the Internet with the .timekeeper program. You can set all expense entries to require approvals before posting the information for reimbursement checks or for billing.

Eliminating Double-Entry of Time

Features Required	Timekeeper
Ability to enter time and expenses once and use for multiple purposes	You can select where to post time/expenses – bill time and expenses directly on invoices in Accounts Receivable or Sales Order, through Job Cost, through Time and Billing, or through Time and Billing Professional, and then send the same entries to Payroll.

Technology Features

The Timekeeper program requires MAS 90 or MAS 200. Timekeeper is installed as a separate module to the MAS 90 or MAS 200 system. For full technology features and requirements for MAS 90 and MAS 200, visit Best Software's website at www.bestsoftware.com.

MAS 90 or MAS 200 Integration

Recommended by more CPAs than any other business management application in its class, Best Software's MAS 90 offers a broad selection of feature-rich solutions, including accounting, financial reporting, distribution, manufacturing, and e-business management. The software is widely recognized for its ease of use and its ability to empower customers with insightful information.

MAS 200 offers all the functionality of MAS 90, but incorporates all the benefits of a client/server platform, including more efficiently distributed processing, high performance, enhanced data integrity and reliability, remote access support, and scalability. MAS 200 is also available on the Microsoft SQL Server platform.

Timekeeper gives your employees the tools they need to maintain an accurate and comprehensive account of their time, wherever they are - whether they are sitting at their desk or out in the field with their Palm OS handheld or Pocket PC (Windows CE) device, or via the Internet. Timekeeper then incorporates the time and expense entries into

MAS 90 or MAS 200. The Timekeeper enhancement can share information with other MAS 90 or MAS 200 modules when integrated. The Timekeeper module can be integrated with the Accounts Receivable, Job Cost, Payroll, Sales Order, Time and Billing, and Time and Billing Professional modules. The following table describes the data that Timekeeper shares with each of these modules.

Module	Data Shared
Accounts Receivable	<p>If Timekeeper is integrated with the Accounts Receivable module, time/expense entry data is posted to the A/R Invoice Data Entry feature, allowing your company to bill clients for time-based projects.</p> <p>If the Accounts Receivable module is integrated with the Job Cost module and the Job Cost module is integrated with the Accounts Receivable module, you can set Timekeeper data to be available in both modules. As a result, time entries will be posted to A/R Invoice Data Entry with Job Cost data.</p>
Job Cost	<p>When the Timekeeper module is integrated with the Job Cost module, time/expense entry data is posted to the J/C Job Posting Entry feature, allowing your company to accurately determine the cost of a project.</p> <p>If the Job Cost module is integrated with the Accounts Receivable module and the Accounts Receivable module is integrated with the Job Cost module, you can set Timekeeper data to be available in both modules. As a result, time/expense entries will be posted to A/R Invoice Data Entry with Job Cost data.</p>
Payroll	<p>When the Timekeeper module is integrated with the Payroll module, time/expense entry data is posted to the Payroll Data Entry feature, allowing your company to print accurate payroll checks.</p> <p>You can integrate Timekeeper with any of the other modules and with the Payroll module. The Timekeeper module will post time/expense entries to the other integrated module and to Payroll. If you integrate Timekeeper with Accounts Receivable, Accounts Receivable with Job Cost, Sales Order, Time and Billing, or Time and Billing Professional and Payroll, you can also include Job Cost data when Timekeeper posts time/expense entries to Payroll.</p>
Sales Order	<p>When the Timekeeper module is integrated with the Sales Order module, time/expense entry data is posted to the S/O Invoice Data Entry feature, allowing your company to create accurate sales invoices.</p>
Time and Billing	<p>When the Timekeeper module is integrated with the Time and Billing module, time/expense entry data is posted to the Time/Expense Entry feature, allowing your company to create accurate billing invoices for time-based projects.</p>

Module	Data Shared
Time and Billing Professional	When the Timekeeper module is integrated with the Time and Billing Professional module, time entry data is posted to the T/2 Time/Expense Entry feature, allowing your company to create accurate billing invoices for time-based projects.

Open Architecture

Unlike most time entry software packages, the Timekeeper source code is available to all Best Software Master Developers to further modify the software to suit a particular company's specific needs.

Time and Billing, Time and Billing Professional, and Timekeeper

We offer three different time-entry software programs – Time and Billing, Time and Billing Professional, and Timekeeper. Each program has their own set of features and strengths, and it really does depend on your business practices which program or programs are best for you. The following table compares each module to help you when making your selection.

Feature	Time and Billing	Time and Billing Professional	Timekeeper
Overview of Module	Time and Billing contains features that allow your company to enter employees' time and expenses that are billable and create the billing invoices.	Time and Billing Professional contains features that allow your company to enter employees' time and expenses that are billable and create the billing invoices.	Timekeeper contains features that allow your employees to enter their own time and expenses into MAS 90 or MAS 200. Managers and system administrators can approve employee's entries. There are no billing capabilities.
MAS 90 or MAS 200 Modules Required	Time and Billing does not require any MAS 90 or MAS 200 modules, but can be integrated with Accounts Payable, General Ledger, and/or Bank Reconciliation.	Time and Billing Professional requires the Accounts Receivable module. You can also integrate with Accounts Payable and General Ledger.	Timekeeper must be integrated with at least one of the following modules: <ul style="list-style-type: none"> • Accounts Receivable • Job Cost • Payroll • Sales Order • Time and Billing

Feature	Time and Billing	Time and Billing Professional	Timekeeper
			<ul style="list-style-type: none"> • Time and Billing Professional
Module's Strength	Ability to create invoices based on billable time entries. Does not require integration with any MAS 90 or MAS 200 modules.	Since Time and Billing Professional requires Accounts Receivable, all your receivables will be in one module, providing divisional accounting and cash flow analysis.	Timekeeper allows users to enter the time/expense information not only for billing purposes but also for payroll. Timekeeper can be accessed via a workstation, laptop, Palm OS handheld, Pocket PC (Windows CE) handheld, or through the Internet.
Which Employee Uses Module	Time and Billing is mainly used by your CPA or billing department.	Time and Billing Professional is mainly used by your CPA or billing department.	Timekeeper can be used by any employee for time/expense entries and administrators can approve entries and post data to integrated modules.

Conclusion

This section details final recommendations for selecting a time/expense entry program and summarizes the topics discussed in this white paper.

Recommendations

- If you are interested in purchasing Timekeeper, have your reseller perform a system review of your current time/expense entry system to ensure Timekeeper is the right software for your company.
- Sign-up managers and accountants for training courses to use Timekeeper to its fullest potential.
- Learn about each setup option available in Timekeeper and how it affects the entire accounting system.

Summary

Companies that hire a large amount of remote staff are constantly striving for easier ways to create accurate accounts of employee time and expenses. There are several flexible, easy-to-use features within the Timekeeper program that not only accomplish this goal, but also increase the accuracy of your payroll and billing invoices.

We are committed to helping your company succeed. Your reseller will help you choose the right products and training to suit your current and future business needs.