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# CPA Practice Advisor



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Time is tracking using timers within the application, and the resulting records, or “timeslips” are used to create timesheets, manage engagement status, and generate bills. The application includes traditional drop-down menus, and has tabs for common tasks, including preparing and approving bills, accounts receivable, entering time and expenses, collections, and processing payments from customers and making disbursements to vendors. Diagrams on each tab show how transactions flow through the processes and help new users work effectively in the application.

While Timeslips does not offer prepackaged customizations based on industry practices, the software allows all terms to be modified from a Terminology Settings screen to match those used by an organization or its industry. Minute details like the number of days in each aging bucket can be customized to meet user requirements.

Multiple timers can be used simultaneously, and the data entry screens facilitate rapid input and annotation of data by timekeepers or batch entry by administrative personnel. Time can be subjected to a manager or supervisor's review prior to posting, and project tracking is available from within the application. Paid time off (PTO) accrual tracking (e.g. unused vacation and sick time) is not natively supported, although time posted to these task types can be monitored using activity reports.

Timeslips integrates with a number of accounting packages using the included Sage Timeslips Accounting Link (TAL). Supported applications include QuickBooks (2011-2014), Sage 50 US edition (Peachtree) (2013 or 2014), or the software can create generic journal entries for manual entry into other general ledger applications. The integrated calendar can be synchronized with Microsoft Outlook using Sage Timeslips Outlook Link. Calendars can also be synchronized with Google Calendar on a scheduled basis from within the software application. Sage also offers

integrations with a number of third party applications, including Abacus Law,

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can be customized to meet individual needs. Security settings are fairly granular, and support multiple security roles which can be assigned to individual timekeepers. Reports and invoices can also be customized using Office applications, and can be exported to a wide range of formats, including Excel, multiple text file formats, and PDF. Bills can be e-mailed, and payments can be applied from funds received or processed against a retainer. A "Procedure Editor" is available for advanced users which allows the automation of tasks using macros.

Help is available from a robust help file within the product, which includes searchable text, video tips for common tasks, and "guides" which walk users through many types of transactions. A printable user guide, an upgrader's manual, the online knowledgebase, and a community message board are also available. Support and training are available from Sage or Sage Certified Consultants. Sage technical support is available via telephone, live chat, or e-mail, and is available via subscription or on a per-incident basis.

## **Summary and Pricing**

Sage Timeslips is a powerful, customizable time and billing application which is designed for small to mid-sized firms, and can be extended to support larger firms using a subscription-based web-based time and expense portal. The product has over 100 build-in reports, as well as tools for creating and modifying custom reports. A wide range of training and consultant options are available for firms who would like to implement Timeslips, and data can be synchronized with a number of law firm applications and accounting products.

Sage Timeslips is available for computers running Microsoft Windows, and pricing starts at \$499.99 for a single user. Network installations can support up to 10 simultaneous users.

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invoice, charge, etc.) allow users to make the application better match their individual needs.

- Syncs with Sage 50 (US version) and QuickBooks, and can create general journal entries for other applications as needed.
- Optional cloud-based Timeslips eCenter allows users to enter time and expenses from anywhere using a web browser.

### **Potential Limitations**

- Although Sage offers a program for commercial hosting of the application for third parties, the Timeslips website does not currently list any authorized commercial hosts.
- The powerful project management and reporting tools in this application may require training for users to properly configure and implement in their firms.

### **Category Ratings:**

Basic System Functions: 5 Stars

Time Mgmt Functions: 5 Stars

Invoicing Functions: 5 Stars

Management Features: 5 Stars

Integration/Import: 4 Stars

Help/Support: 5 Stars

## **2013 Overall Rating: 4.75 Stars**

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