



# **Sage Timeslips Anywhere**

## Release Notes

April 2024

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Many of our features and enhancements are inspired by customer suggestions. Add and vote on ideas in the [Sage Timeslips Anywhere Ideas Portal](#).

# Sage Timeslips Anywhere April 2024 release

In this release, you'll find the following enhancements:

- Timesheet
- Timesheet reports
- Single timer enforcement
- Refreshed "What's New" section

# Enhancements

## Enter time using Timesheet

The new timesheet helps timekeepers quickly track their time in a familiar spreadsheet format by entering time totals in cells to create new slips. The timesheet also makes it easier for a timekeeper to review their daily and weekly slip totals, which helps prevent forgetting to enter time.

	Sun 4/28	Mon 4/29	Tue 4/30	Wed 5/1	Thu 5/2	Fri 5/3	Sat 5/4	Weekly Totals
ABC, Project 1, Doc Review						2.45		2.45
ABC, Project 1, Research								
ABC, Project 2, Discovery				6.50	5.00			11.50
ABC, Project 2, Research					4.50			4.50
Hamilton, <None>, Meeting			4.00					4.00
Hamilton, <None>, Trial Prep		6.00						6.00
Salem, SSC, Needs Analysis						2.00		2.00
Non-template Totals			1.00					1.00
Daily Totals		6.00	5.00	6.50	9.50	4.45		31.45

**A**—The current timekeeper is listed at the top of the timesheet. You cannot view timesheets of other timekeepers.

**B**—The list of timesheet slip templates is shown down the left side of the timesheet. They represent a combination of client, task, and optionally reference. You must create these templates to be able to enter time through the timesheet. Click the Edit Templates button (M) to maintain these templates.

**C**—The days of the current week are shown along the top of the timesheet. Use the date chooser (K) to change the week displayed.

**D**—Use cells to enter time quickly using the names in a template for a specific day.

**E**—Cells that are shaded may represent multiple slips for the same names on the same dates. You'll need to open these in the Slip Entry screen to change.

**F**—You can track time using the stopwatch timer (I). Each timekeeper cannot have more than one timer running. A cell with a running timer shows with a red background.

**G**—Entries that are in proof stage or are billed will show with an envelope in the top left. A red envelope indicates the entry is in proof. A yellow envelope indicated the entry is billed.

**H**—Select an entry and click Open from the toolbar to open the entry in the Slip Entry screen.

**I**—Select an entry and click Start Timer from the toolbar to track time interactively. A cell with a running timer will display red (F).

**J**—Select an entry and click Delete from the toolbar to delete the entry. This will delete the associated slip when you save the timesheet.

**K**—Use the date controls to quickly change which week you are viewing.

**L**—When viewing another week, you can click Current Week from the toolbar to get back to the current week quickly.

**M**—Click the Edit Templates button to maintain timesheet slip templates. You can also double click on a template from the list (B) to edit it.

**N**—Click the Timesheet Settings button to access Timesheet Settings where you can change how the timesheet and its entries display, such as time format, first day of the week, template order, etc.

**O**—Click the Revert button to revert any changes made since the last save.

**P**—Click the Save button to save all changes you've made to entries in the timesheet.

**Q**—Weekly Totals for each timesheet show down the right side of the timesheet.

**R**—Within the Timesheet Settings screen (N) you can also show Non-template Totals at the bottom of the timesheet. These are entries for the displayed week that are not associated with the templates you're displaying.

**S**—Daily Totals show at the bottom of the timesheet. For an accurate representation of your day, you should also include Non-template Totals (R).

**T**—The bottom right shows your total hours for the week.

# Robust Timesheet reports

## Timeslips Slip Entry report

Quickly and easily see the daily time entries per timekeeper in grid format. You can also print for a future week to create blank timesheets.

		TS Professional Services								
5/04/2024 2:15 PM		Timesheet Slip Entry							Page 1	
Timekeeper Template	Sun 04/28/24	Mon 04/29/24	Tue 04/30/24	Wed 05/01/24	Thu 05/02/24	Fri 05/03/24	Sat 05/04/24	Total		
Nickname 1: DBrickley										
ABC, Project 1, Doc Review						2.45		2.45		
ABC, Project 1, Research								0.00		
ABC, Project 2, Discovery				6.50	5.00			11.50		
ABC, Project 2, Research					4.50			4.50		
Hamilton, Meeting			4.00					4.00		
Hamilton, Trial Prep		6.00						6.00		
Salem, SSC, Needs Analysis						2.00		2.00		
Non-template Totals			1.00					1.00		
<b>Total: DBrickley</b>	0.00	6.00	5.00	6.50	9.50	4.45	0.00	31.45		
<b>Grand Total</b>	0.00	6.00	5.00	6.50	9.50	4.45	0.00	31.45		

## Timesheet Slip Template Listing report

Use this report to verify the desired timesheet templates are available and active for each timekeeper to help avoid time entry errors.

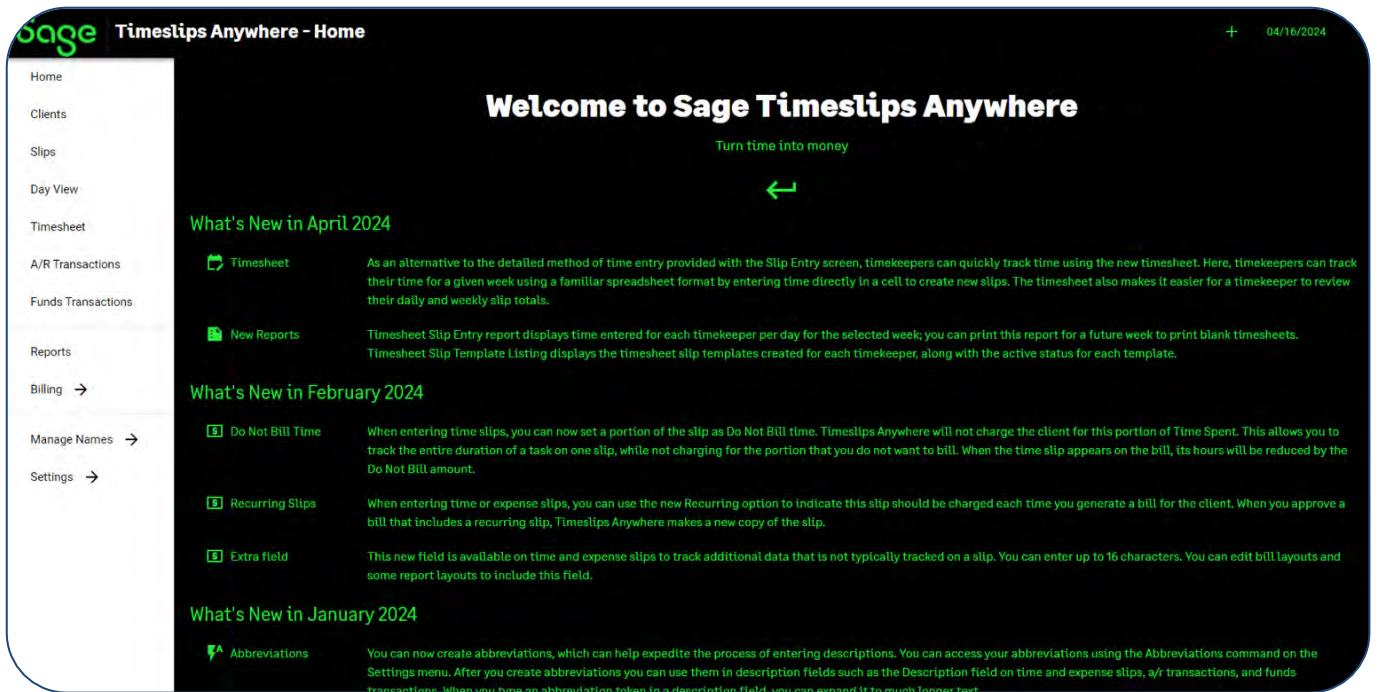
TS Professional Services			
4/14/2024 2:34 PM	Timesheet Slip Template Listing	Page	1
Timekeeper Client	Task	Reference	Active
Timekeeper: DBrickley			
ABC	Discovery	Project 2	Yes
ABC	Doc Review	Project 1	Yes
ABC	Research	Project 1	Yes
ABC	Research	Project 2	Yes
Hamilton	Meeting		Yes
Hamilton	Trial Prep		Yes
Salem	Needs Analysis	SSC	Yes
Timekeeper: SSantos			
Gloucester	Research	GLOUC-Project01	Yes
Lynn	Doc Review	LYNN-Project02	Yes
Lynn	Meeting	LYNN-Project02	Yes
Salem	Doc Review	SSC	Yes
Salem	Needs Analysis	SSC	Yes

# Single timer enforcement

To align with best timekeeping practices and keep you compliant, we're enforcing a single running timer per timekeeper—start a new timer from Slip Entry, Slip List, or the Timesheet, and the previous one stops automatically.

# Refreshed “What’s New” section

Need a quick refresh on what’s new? Access it conveniently from your Timeslips Anywhere startup screen!

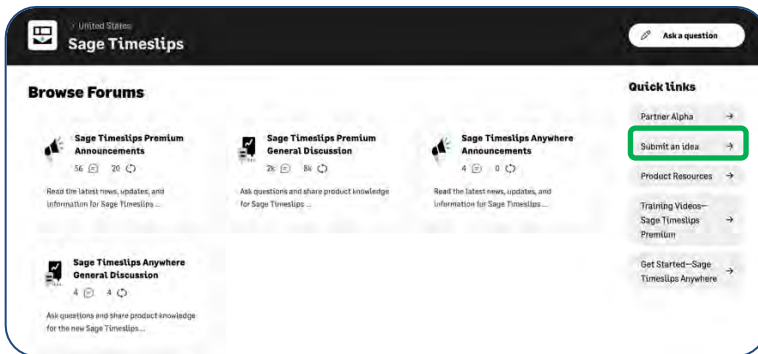




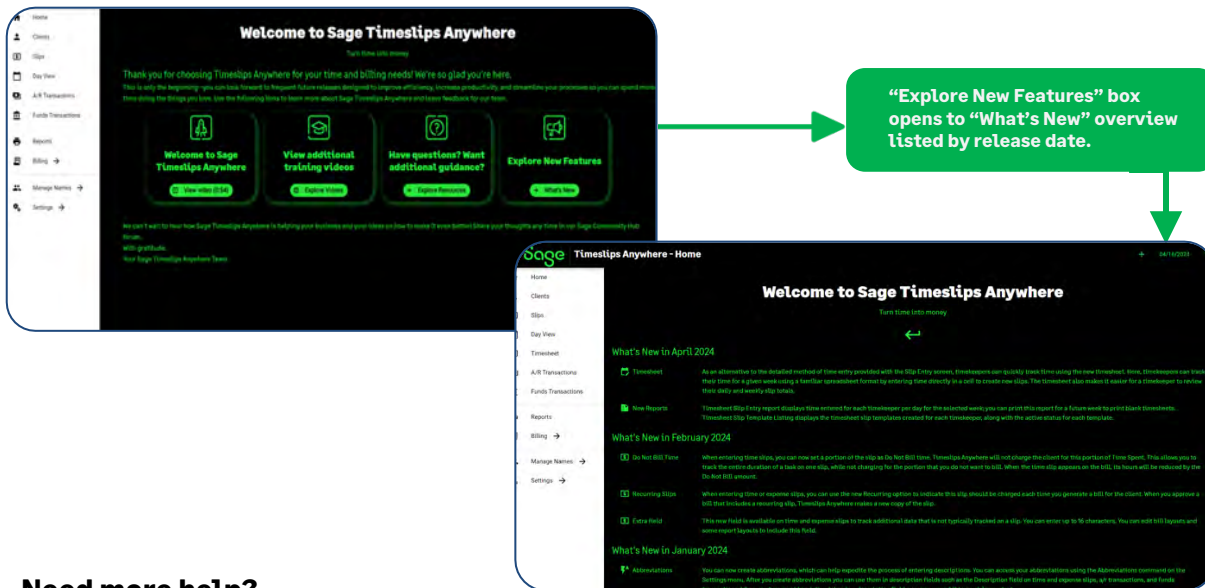
# Helpful links

Sage Timeslips Anywhere releases are the result of customer feedback and continued quality assurance testing of Timeslips.

- If you have an idea for how we can improve Timeslips, please share it with us. Conveniently access the [Sage Timeslips Anywhere Ideas Portal](#) from any browser. Also available from the [Sage Timeslips Anywhere Community Hub](#):



- To review enhancements delivered in past releases, open our **What's New** overview by selecting **Explore New Features** from the Home screen of the Sage Timeslips Anywhere.



## Need more help?

- The [Sage Community Hub](#) is a great resource where you can view and answer questions and comments from other customers, Sage Business Partners, and Sage colleagues.
- [Chat with our AI Assistant](#) for convenient online support.