

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 <u>Sage Timeslips Anywhere Ideas Portal</u>.

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.

Debbie Brickley				< Apr	2024 28 - May 4			Pa
В	C Sun 4/28	Mon 4/29	Tue 4/30	Wed 5/1	Thu 5/2	Fri 5/3	M Sat N 5/4	Weekly Totals
ABC, Project 1, Doc Review						2.45		2.45
ABC, Project 1, Research						F		
ABC, Project 2, Discovery			E	6.50	D 5.00			11.50
ABC, Project 2, Research			G		4.50			4.50
Hamilton, <none>, Meeting</none>			4.00					4.00
Hamilton, <none>, Trial Prep</none>		6.00						6.00
Salem, SSC, Needs Analysis						2.00		2.00
								Q
Non-template Totals			1.00			-		1.00
aily Totals (S)		6.00	5.00	6.50	9.50	4.45	(T) 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.

:15 PM	Timesheet Slip Entry Page						ge 1	
imekeeper 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
lickname 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 Analysi	s					2.00		2.00
Non-template Totals			1.00					1.00
otal: DBrickley	0.00	6.00	5.00	6.50	9.50	4.45	0.00	31.45
irand Total	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.

4/14/2024 2:34 PM	TS Professional Services Timesheet Slip Template Listing Page				
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

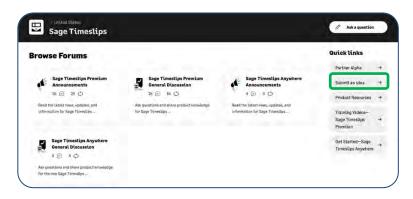
Need a quick refresh on what's new? Access it conveniently from your Timeslips Anywhere startup screen!

Sage Time	eslips Anywhere - Ho	me + 04/16/2024
Home		
Clients		Welcome to Sage Timeslips Anywhere
Slips		Turn time into money
Day View		\leftarrow
Timesheet	What's New in Apri	il 2024
A/R Transactions Funds Transactions	🛱 Timesheet	As an alternative to the detailed method of time entry provided with the Slip Entry screen, timekeepers can quickly track time using the new timesheet. Here, timekeepers can track their time for a given week using a familiar spreadsheet format by entering time directly in a cell to create new slips. The timesheet also makes it easier for a timekeeper to review their daily and weekly slip totals.
Reports	📫 New Reports	Timesheet Slip Entry report displays time entered for each timekeeper per day for the selected week; you can print this report for a future week to print blank timesheets. Timesheet Slip Template Listing displays the timesheet slip templates created for each timekeeper, along with the active status for each template.
Billing →	What's New in Feb	ruary 2024
Manage Names →	5 Do Not Bill Time	When entering time slips, you can now set a portion of the slip as Do Not Bill time. Timeslips Anywhere will not charge the client for this portion of Time Spent. This allows you to track the entire duration of a task on one slip, while not charging for the portion that you do not want to bill. When the time slip appears on the bill, its hours will be reduced by the Do Not Bill amount.
	Recurring Slips	When entering time or expense slips, you can use the new Recurring option to indicate this slip should be charged each time you generate a bill for the client. When you approve a bill that includes a recurring slip, Timeslips Anywhere makes a new copy of the slip.
	S Extra field	This new field is available on time and expense slips to track additional data that is not typically tracked on a slip. You can enter up to 16 characters. You can edit bill layouts and some report layouts to include this field.
	What's New in Jan	uary 2024
	Abbreviations	You can now create abbreviations, which can help expedite the process of entering descriptions. You can access your abbreviations using the Abbreviations command on the Settings menu. After you create abbreviations you can use them in description fields such as the Description field on time and expense slips, a/r transactions, and funds transactions. Hence you because the set of the process are abbreviations to the local set of the process of the process the process of the process the set of the process text.

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 <u>Sage Timeslips Anywhere Ideas Portal</u> from any browser. Also available from the <u>Sage Timeslips Anywhere Community Hub</u>:



• 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.

Come Come	Wei		Timeslips Anywhe	ere		
Day Year Art Transmiss	Thank you for choosing Timesbips Any This is still the beginning you can brie forward to the oblig the things you love. (We the following b				ekise gert met	"Explore New Features" box
Funds Transactions Reports Billing I I Manage Names I I Settings I I	Welcome to Sage Trimedigs Anywhere Constant and the Sage Touries Angelow Magnet Least base to be Sage Touries Angelow	View additional training videos	Rave questions? Want additional guidance?	Explore New Features	J	opens to "What's New" overview listed by release date.
	atto (optitude). Kan (oppi (cond)ya kipoloni (pan)			Home Clares Sign	slips Anywhere - Hor	ne + terrio Welcome to Sage Timeslips Anywhere Iren time tots recovery
				Day View Timesbeet	What's New in April	12024
) A/R Transactions Funds Transactions Reports	Timesheet	As a alternative to the installation model of the only produce with NIQ Links parent, freedeapers are backly track the advective disorders. How, the installation of the approximation of the approxim
				Billing → , Manuga Names → , Settings →	What's New in Febr	• An ensuring their shap, per can one perturbative the edge to be the life too. Thereby adapting adaption will optimize the perturbative the edge to be the life too. The edge of the life too be the life
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Need more help?

- The <u>Sage Community Hub</u> is a great resource where you can view and answer questions and comments from other customers, Sage Business Partners, and Sage colleagues.
- <u>Chat with our AI Assistant</u> for convenient online support.