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Headline News

Best Software, Inc. was honored with the prestigious *Developer Of The Year* award by the Software Council of Southern California, at the organization's 2002 Software Industry Awards event in February. Best's entry for the award included the introduction of MAS 200 (the client/server version of MAS 90); numerous upgrades and additional modules for Best Enterprise Suite, including eSalesforce, eExecutive, eCustomer, Enterprise Alerts, Project Accounting and Manufacturing; and the launch of BusinessWorks Gold 2.2, the 32-bit version of the original BusinessWorks product.

"This year's competition for the Developer of the Year award was the strongest we have seen in the past eight years," says Jerry Skillett, board chairman of the Software Council. "Best Software continues to create meaningful, innovative products and upgrades, known in the industry for high quality and ease of use. We are pleased to see an original Software Council member company continuing to do so well." ***Congratulations, Best!***

Integrate Time Collection In Your Organization with Timekeeper for MAS 90

Does your company bill clients for services? If so, you know that keeping accurate track of the time your employees spend on projects and activities is of vital importance. Equally important is ensuring your payroll data entry is performed in a timely and precise manner. Chances are that someone (or even several people) in your organization spends significant time each month collecting and entering client billing records, and then re-entering those hours for payroll. The Timekeeper module allows you to accomplish both tasks in one efficient step.

Timekeeper puts the responsibility of time entry in the hands of those who know their time best—employees. Using the Timekeeper Local rapid entry screen—or Timekeeper Remote via a Palm OS handheld, employees enter their time worked in a weekly grid, referencing the clients, the projects, and the activities corresponding to their work. The single entry they create serves both as the source for billing clients and for creating payroll entries.

Easy to Use

Employees can enter their own time via Timekeeper Local, a stand-alone application that *pops up* for quick entry of time. The employee enters a client, a project, an activity, and then enters hours in the handy grid. A scrolling calendar facilitates the entry of past weeks.

You may enter a detailed description for each time entry. You may speed the process by using word substitutions that you define, such as *HR* for Hours or *AW* for Audit Work.

Entries are flagged as Billable, Do Not Bill,

or No Charge. Do Not Bill means that the customer will not see the entry on their bill, but Timekeeper retains the information for Payroll and reporting purposes. No Charge means that the client will see the entry on their bill but there is no charge for it.

For security purposes, an employee can only view his or her own time entries, unless they have been designated as a supervisor. Timekeeper gives you the option of having time approved prior to processing into other modules. You can even set up a secondary approval if desired.



Still keeping track of employee or billable time using classic methods? Now it's easy to record billing and hours worked in MAS 90

In a single fluid process, your time entries become billing entries and payroll entries! Select records for posting to other modules by a variety of criteria, such as: employee, client, project, activity, or date. Before records are pushed out

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MAS 90 Timekeeper cont.

to other modules, an audit report is run allowing any necessary corrections to be made. If you have elected to require approval of records before transfer, only those records previously approved will be selected. After posting, the entries remain in the Timekeeper WIP History files, so you can continue to report upon them.

Flexible Setup

With Timekeeper's flexible set-up you can specify your company's terminology for employee, client, project, or activity.

You may reference Clients to: Accounts Receivable customers, Time and Billing clients, Payroll Departments, or Sales Order Ship to Codes. Projects may be Job Cost job numbers or Time and Billing project codes. Activities are referenced to: Payroll earnings codes; Job Cost cost codes; Sales Order miscellaneous charge codes; Accounts Receivable sales codes, and/or Time and Billing work codes.

You may elect to have the billing application (e.g. Time and Billing) determine the billing rate, or maintain a unique billing rate within Timekeeper, by employee, customer, project, or activity.

Time is Money

Timekeeper's real value is in its integration capabilities, saving the double entry of time information. The same time entries that transfer to Payroll can also be processed into the Accounts Receivable, Job Cost, Payroll, Sales Order, and Time and Billing modules. Flexible setup options can be configured to suit your needs:

- ▶ Bill time directly in Accounts Receivable or Sales Order invoices (merge to existing invoices or create separate invoices).
- ▶ Bill time directly into Job Cost.
- ▶ Bill time directly in Time and Billing.
- ▶ Send time entries directly into Payroll for payroll generation.
- ▶ Bill time directly into Accounts Receivable, Sales Order, Job Cost or Time and Billing and push the time into Payroll.

These setup options can be changed each time you choose to post time entries, so you can push one group of time into Accounts Receivable, select another group and push that into

Sales Order.

Timekeeper proves its worth, even for companies who do not directly bill clients for their employees' time. Employees can enter their own time in Timekeeper's convenient weekly grid, without requiring access to the Payroll module. Alternately, you can assign the time data entry task to a staff member who can quickly and efficiently enter an entire week's time for employees from a single data entry screen.

A MAS 90 user license isn't required for each time-entry user of Timekeeper—instead you can purchase External User Seats, which at between \$75 and \$125 per seat is a substantial savings over normal user licenses. So, instead of employees entering their time directly into the Time and Billing module, which requires a user license for each logged-in user, they can enter their time into Timekeeper, increasing efficiency and saving money.

Rich Reporting

Several reports are built-into Timekeeper, including: Work in Process Listing, and Activity Summary Reports by Employee, Customer, Project and Activity.

Or you may also create your own reports using Crystal Reports or any ODBC compliant application. Design a report to track productivity by employee, or isolate overtime hours billed to each customer. All the time kept in the Timekeeper history file is broken down as Billable, No Charge, and Do Not Bill.

Timekeeper Remote

Palm Pilots have become standard tools of the trade for many busy, mobile professionals. Capitalize on the portability of your Palm OS handheld with Timekeeper Remote. This module allows the remote user to enter time with their Palm OS handheld. Time is synced into MAS 90 and MAS 200 Timekeeper using the Palm's HotSync function and the standard Palm docking cradle. Or you may import time from Timeslips (if your company is already using Timeslips software).

No Time like the Present

Any business that collects time for billing or payroll purposes will benefit from the features of Timekeeper and Timekeeper Remote. Consultants, attorneys, field service, architects,

advertising agencies, temporary employment agencies—any business that wants to efficiently and effectively collect hours for payroll generation and client billing.

Whether your employees are at their desks, or in the field, Timekeeper gives them the tools they need to maintain a precise and complete accounting of their time. With this simple, effective way to track their time, employees can work more efficiently and improve productivity. Using Timekeeper, your time reports are more likely to be accurate, ensuring that your client invoices are correct and complete, that they are processed cost effectively and efficiently, and that they are sent out as quickly as possible.

Call us today to find out more about how Timekeeper can save you time and money. ☆



Spend less time running reports and updating journals. Learn how to ease your work load.

An often overlooked utility can print your journal reports and then update the associated journals automatically. Here's how.

1. Select from Library Masters menu; *UTILITIES/ AUTOMATIC UPDATE*.
2. Use this screen to select an update time and beginning execution date. Two options are offered to control the processing: a date comparison to the current G/L period for inclusion or exclusion and printing the reports to deferred printing. Enter your preferences and click *MAINTAIN*.
3. Select the reports you want to include in the automatic update process.
4. When you are ready to start the timer, select start. **It's that easy!**