



Project Budgeting

The Project Budgeting module for Sage TimeSheet 100 and 500 enables you to easily forecast and track budgets for each of your projects. Whether you want to create and manage projects, assign resources, create tasks for your employees, or track time, the Project Budgeting module gives you exceptional performance along with the flexibility you need to juggle multiple projects and budgets.

Sage TimeSheet Project Budgeting gives you the capability to determine variances between planned versus actual time and expenses. It also features three calculation methods—each one specially designed to allow you to define your projects with more accuracy. Create and manage projects with pinpoint precision and ease. Sophisticated reporting options using Crystal Reports® and Microsoft Excel templates allow you to analyze data, track trends, and review efficiency of current and past projects.

Sage TimeSheet Project Budgeting allows you to select the individual resources and groups assigned to a given project. Resources can be assigned at the parent task level, the child task level, or a combination of both. The Allowed to View option provides a way for specific employees to view a project, but not make changes. Allowed to Edit lets the project manager assign editing rights for projects or specific subtasks. Employees assigned View or Edit rights for a specific project or subtask will see only that information in the Budget View when they log on to the program, giving you an added level of security.

BENEFITS

Concise, Easy-To-Use Budget View

Allocate a budget for all of your projects at one time using Sage TimeSheet Project Budgeting, which provides you with a clear, concise snapshot of multiple budgets.

Modify Budget Columns

Change the name, define formulas, and configure color codes for each of the 16 default columns. Got a complicated project and need more columns? No problem. Sage TimeSheet Project Budgeting allows you to define as many as 100 columns, all with the simple click of your mouse.

Create Tasks

After defining your project's budget, automatically create tasks for the entire budget tree or for a selected component within the budget tree. Sage TimeSheet Project Budgeting gives you the ability to drill down into a task to view the detailed information you need.

Generate Detailed Budgets

Create components within a budget tree from tasks in the database that are assigned to the project. Plus, generate budgets from existing projects.

Producing Baselines Is A Snap

Sage TimeSheet Project Budgeting allows you to generate a baseline (snapshot of the budget tree) at any time. Access a snapshot summary of your most recent budget information whenever the need arises.

Schedule View

Schedule work hours for your employees by creating schedule time entries.

Project-Level Approval Process

Speed up the approval process for managers and supervisors with online approval for actual hours and expenses entered on a project.

	Calculation Method	Planned Start Date	Planned Finish Date	Planned Duration	Actual Duration	Duration Variance	Planned Expense Amount	Actual Expense	Assigned Resource(s)
Arizona Instruments	Rollup	3/15/2008	4/30/2008	125.00	0.00	0.00	27,000.00	0.00	
Northeast Technologies, Inc.	Rollup	1/15/2008	3/31/2008	115.00	67.00	58.26	9,375.00	300.00	
Client Needs Analysis	Rollup	1/20/2008	3/31/2008	56.00	4.00	7.14	1,575.00	0.00	Sales
Consultation	Manual	1/20/2008	1/31/2008	6.00	0.00	0.00	750.00	0.00	
Coursework Development	Manual	3/3/2008	3/31/2008	18.00	2.00	11.11	250.00	0.00	
Design	Manual	2/15/2008	3/1/2008	11.00	0.00	0.00	100.00	0.00	
Feasibility Study	Manual	1/30/2008	2/14/2008	11.00	0.00	0.00	325.00	0.00	
Primary Research	Manual	7/23/2008	1/31/2008	16.00	2.00	20.00	150.00	0.00	
Contingency Planning	Manual	1/30/2008	2/14/2008	32.00	37.75	117.97	4,300.00	300.00	Development
Internal Operations	Allocate	1/30/2008	2/14/2008	9.60	9.00	93.75	1,075.00	0.00	
Off-site Meetings	Allocate	1/30/2008	2/14/2008	3.20	5.00	156.25	1,075.00	300.00	
Project Planning	Allocate	1/30/2008	2/14/2008	5.76	5.75	99.83	1,075.00	0.00	
Secondary Research	Allocate	1/30/2008	2/14/2008	13.44	18.00	133.93	1,075.00	0.00	
Marketing Analysis	Manual	1/15/2008	1/20/2008	27.00	25.25	93.52	3,500.00	0.00	Marketing
Competitive Evaluation	Allocate	1/15/2008	1/20/2008	8.10	7.50	92.59	0.00	0.00	
Focus Group	Allocate	1/15/2008	1/20/2008	2.70	3.00	111.11	0.00	0.00	
Off-site Meetings	Allocate	1/15/2008	1/20/2008	2.70	3.25	120.37	0.00	0.00	
Primary Research	Allocate	1/15/2008	1/20/2008	13.50	11.50	85.19	0.00	0.00	
Standford Decelerator Labs	Rollup	3/1/2008	5/31/2008	225.00	0.00	0.00	0.00	0.00	<Multiple...>

FEATURES

Flexible Column Views

Sage TimeSheet Project Budgeting provides several already-defined columns so you can get an immediate start on your latest project. These columns can be adjusted to suit your particular project needs and up to 100 columns can be created and modified. Simply double-click the column title or select the View menu to create, edit, and delete columns as needed.

Calculate Formulas Manually or Use Saved Baselines

Calculate formulas on any number of budget fields and saved baselines. Color-code your calculations to indicate calculations inside or outside of a defined range.

Automate Task Creation

When you create a project, use the Create Task command to schedule entries for resources assigned to the project. Once the schedule entries are created, the resource manager can modify the schedule for resources, as needed.

Schedule View

Allows you to look at scheduled time entries and how they are distributed across members of your team. Gantt bars are used to show the amount of time allotted for each task. Schedule entries can be moved from one employee to another and time extended or condensed using these simple-to-adjust Gantt bars.

Automatically apply time to the overall project budget, or assign time to the budget upon approval of the time sheet. Easily view the status of projects in real time.

Reports

Crystal Reports and Microsoft Excel templates allow detailed insight into the status of your projects. In addition, custom reports for both templates can be created and added.



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