

MAS 90 and MAS 200 Timekeeper

Frequently Asked Questions

Can I push time information to Accounts Receivable (AR) and Payroll at the same time or is it a two step process?

It is one fluid process. Timekeeper pushes time to both with one single action.

Can time be sent in total hours to Time and Billing, but sent to Payroll as regular wages plus overtime wages (i.e. 99 hours to Time and Billing, but 88 hours regular pay and 11 hours OT pay in payroll)?

You would need to go into Payroll and change the earnings code to OT, but the entries show up individually, so this is possible.

I use Time and Billing. What are the benefits of switching to Timekeeper or TimeCard?

Timekeeper allows you to push time directly into Payroll, and eliminate double entry. You can still keep billing from Time and Billing as you currently are. TimeCard has certain functions (such as start/stop times and the ability to produce a certified payroll) that Timekeeper does not have, so TimeCard is still a better solution for some customers.

What is the difference between Timekeeper and TimeCard?

TimeCard allows start/stop times and can produce certified payroll reports for those Job Cost customers that need them. Timekeeper is a great front-end time collection tool, but does not have those features.

What happens to the Time and Billing WIP file?

The Timekeeper WIP file stays in Timekeeper and is available for reporting purposes. The Time and Billing WIP file isn't touched by Timekeeper. All entries pushed into Time and Billing can be used exactly as if you entered them manually using Time and Billing data entry.

TimeCard gives you your start/stop times and Timekeeper gives you front end time collection. What is Time and Billing for?

Depends on the particular situation. Some end users could utilize Timekeeper AND Time and Billing; others don't need the robust functionality of Time and Billing and can just use Timekeeper with the associated billing module (Accounts Receivable, Sales Order, etc.)

Time and Billing provides sophisticated reporting and billing capabilities not available using Timekeeper with AR.

We already have Time and Billing for MAS 90. Is Timekeeper intended to replace the Time and Billing?

Timekeeper will integrate with the MAS 90 or MAS 200 Time and Billing module. If you have very simple billing requirements, you might be able to use Timekeeper with AR instead of Time and Billing. If you have more complex billing requirements, you can use them both!

How does the client information get into the Palm OS handheld? Can changes be made to the client file in the Palm?

Users select which clients they want in their Palm and these are then “synced” into the Palm with the normal HotSync function. Currently the client file cannot be changed on the Palm—it is view only.

Does Timekeeper have validated client information, for instance if someone enters an inactive client or an invalid client number?

Yes, because Timekeeper clients are linked to AR customers. If a change is made in AR that invalidates anything in Timekeeper, an error log will print if Timekeeper encounters any errors during the update.

Is the data retained in Timekeeper after it is released to the various modules?

All information entered into Timekeeper is kept in a WIP history file. This is kept by employee, customer, project and activity. This is available for reporting using standard reports or Crystal Reports.

Can my remote MAS 200 users dial in to enter time?

If you install the Timekeeper Local client, your MAS 200 users can dial (or access via Virtual Private Networks) into their MAS 200 installation and enter their time. The only requirement is that they have access to the MAS 200 data.

Can Timekeeper “Projects” tie into MAS 90 and MAS 200 Time and Billing job codes?

Yes they can.

Can multiple work codes be applied to a single project, like audit?

Yes, the project is client specific, but multiple work codes (or activities) can be used for that project.

Does the WIP detail get purged at update, or ever?

The detail gets posted to the WIP History file and you can purge it at any time.

Does Timekeeper functionality eliminate or replace Time and Billing or TimeSlips?

It can replace them if that is what you prefer (based on setup options) or it can be used to enhance their functionality. A large Time and Billing end-user can employ Timekeeper to allow their time billers to get their time entered...without needing access to MAS 90 or MAS 200.

Can I have remote time entry on my laptop, and if so how do I get the time into MAS 90 or MAS 200?

The current release of Timekeeper requires Timekeeper Local to be attached to the network where MAS 90 or MAS 200 is located. You could take a Palm handheld with you instead (less to carry around!) to enter your time, then sync it with your PC to get the time into MAS 90.

If you make a change to an invoice before updating, will the change be reflected in Timekeeper?

The modules do not post BACK to Timekeeper...Timekeeper posts to the other modules.

Is there an advantage to using Timekeeper Local over manually entering time in the Time and Billing module?

The cost of concurrent MAS 90 or MAS 200 licenses and added time tracking functionality, as well as the optional posting of time entered into Payroll. In addition, Timekeeper Local has a much better user interface for your time billing staff to use.

How hard is it to correct information if the employee makes a mistake that is picked up right before invoicing?

You can make corrections before and after it is selected for WIP processing. In Timekeeper you can edit up to the point when you actually update to the other modules. Once it has been updated to another module, you can edit the entry until it has been updated in that module.

Can setup options be changed as needed?

Yes, they can be changed every time, if you want.

Since Timekeeper does not integrate with AP, how does one enter expenses?

We currently do not have expense capability in Timekeeper. You would need to enter them into whatever module from which you are billing.

When entering time, does the job already have to be established in Job Cost?

Yes, because you will need to 'link' a project in Timekeeper to that job in Job Cost in order for time to be posted to it.

What length is allowed for entry descriptions?

Unlimited - based on normal MAS 90 and MAS 200 capabilities.

Can you track non-billable time?

Absolutely. It can be tracked by employee, customer, project and activity.

Can I put a timeslip or individual job within a timeslip on hold?

You can put projects on hold. You can also mark projects 'not to bill' until the project has been marked complete.

Are you able to "push" one entry for billing, while leaving the unapproved entries in WIP?

Yes. Timekeeper will only "update" through what you approved for posting.

Will Timekeeper eventually interface to MAS 90 and MAS 200 Work Order?

That is currently on our list of enhancements to be evaluated.

Can you give us a brief list of business types that could use Timekeeper?

Any business that collects time for billing or payroll purposes. Consultants, attorneys, field service, architects, advertising agencies, any business that wants to collect hours for payroll generation, client billing, etc.

Is Visual Integrator required to move the data into Payroll?

No, just the regular Timekeeper module.

Would Timekeeper Local have information on jobs and cost codes from Job Cost?

Yes, you would set that up in Setup Options when you choose which modules you would like to integrate.

Does Timekeeper retain client lists and hourly rates for different clients?

Clients are “pulled in” from AR or Time and Billing. If you need to use multi-tier billing, you would need to integrate with Time and Billing.

Can Timekeeper function as a payroll time clock?

It depends upon your needs. Timekeeper does not do start/stop times, but if you just want to record hours, it is appropriate.

Is it possible to set up a PC as a time entry station using Timekeeper Local and let multiple employees post time through this station? How easily can Timekeeper switch from one employee to another?

Yes you can set up a PC as a time entry station using Timekeeper Local. Your employees would need to log out of Timekeeper Local at the end of each use. At that point, it’s ready for the new employee to log in.

Is Timekeeper currently available for use through the Internet?

Not yet. That function will be available in the upcoming release of the .timekeeper applet.

If you choose Billing Rate by Employee, is the rate the employee's actual pay rate or a separate billing rate?

This is the billing rate by employee which is set up in Timekeeper. It has nothing to do with their pay rate. On the Timekeeper Employee Maintenance screen you can specify a rate.

Will this module require that we be certified for the e-Business Manager module?

You will be able to sell Timekeeper Local and Timekeeper Remote without that certification. If you want to sell the .timekeeper applet when it becomes available, you will need to be e-Business Manager certified.

Is there a limit on the number of projects or activities?

On the MAS 90 side, it is unlimited. On the Palm side, you are only limited to the amount of memory on your Palm.

If Timekeeper is integrated with Payroll, does Timekeeper Local maintain a separate list of employees who can enter time or can it be set to simply allow any employee in Payroll to enter time?

When you set up Timekeeper employees, you link them to their employee number in Payroll.

Can you select a Sales Order against which you bill time?

If you push your time to Sales Order, you can choose to merge the time invoice with an existing invoice or create a new one. You do not get a list of invoices from which to pick.

What's the difference between “No Charge” and “Do Not Bill?”

“Do Not Bill” means that the customer will NEVER see the entry...but it's being tracked in Timekeeper for you. “No Charge” means that the client will see the entry but won't be billed for it (so they see you gave them some complimentary time on their project).

What does BND stand for?

Billable, Non-billable, Do not charge.

Is there a report included that will provide revenue per employee?

No, but you could easily write it with Crystal Reports.

How about retainers and prebills?

Timekeeper by itself doesn't manage retainers and prebills. However, these functions are available when integrated with Time and Billing.

Does the Timekeeper module retain all time detail after the information has been pushed to other modules?

Yes, in the WIP history file.

Can this software be used for temp agencies? If, yes, can employees work for multiple job locations?

Yes, Timekeeper is certainly applicable for collecting time within a temp agency environment. Employees will be able to bill to multiple clients and multiple projects.

We are a manufacturing company, what do you suggest we use for time collection on the manufacturing floor?

You could set up PCs with Timekeeper Local. The employees could then sign into Timekeeper Local and enter employee time as directed by management. However, TimeCard might be a better option in this environment since it allows punch in/out functionality.

How does the Timekeeper interface with Job Cost in consideration of cost codes needed in Job Cost data entry and what about job number validation in Timekeeper?

You can link activity codes to cost codes and additionally, you can link projects to jobs.

To transmit time, does the user have to be a user of MAS 90?

For security reasons, they need to be set up as a user in MAS 90 or MAS 200 and as a user in Timekeeper.

When time detail is pushed to Job Cost, does the job masterfile continue to accumulate time data as it currently does?

All entries that are pushed to Job Cost act just as if they were entered into data entry in Job Cost.

How many corporate administrators can you have?

Unlimited.

Can you set up default descriptions instead of typing different details each time?

You could use the macro expansion in Timekeeper. HR = HOURS, AW = AUDIT WORK, etc.

What happens to time that is written up or down?

This function is managed in Time and Billing.

Can you get a subtotal by day on the Palm?

Not on the Palm, but after you dock and download your data you can get day totals either in Timekeeper Local (the edit tool) or via reports you create.

Can management approval be run as part of Timekeeper Local or does the process require regular MAS 90 or MAS 200 access?

Both approval levels are run from within MAS 90 or MAS 200.

How does Timekeeper know what Sales Miscellaneous Charge Code is used?

The Timekeeper activity is linked to the Sales Order Miscellaneous Charge Code during setup.

Can you set up passwords in Timekeeper for certain modules so not everyone can access Payroll?

Yes, this is a standard feature of MAS 90 and MAS 200 security.

Can we export data to an outside payroll company?

Yes, with Visual Integrator.

Is there a way of tracking employee productivity through Timekeeper?

Sure! All the time kept in the history file is broken down as billable, no charge, and do not bill. You can design a Crystal report to view your data for a productivity report or any other type of custom report you may need.

Will Timekeeper require the employee to know and understand the use of MAS 90 or MAS 200 client numbers in order to enter their time correctly?

No, they'll be able to see the client name, as well as the client number.

If an employee is trying to bill a client that is not currently set up in MAS 90 or MAS 200, how will they be able to enter their billable time?

They can't. The client must be set up in MAS 90 or MAS 200. The workaround you could use is to set up a few "temp" clients that users can bill to if the client is not set up. Then either the employee or the administrator can change that time to the correct client once it is set up.

We work on multiple projects each day. Is there any limitation to the daily job entry fields?

No limit at all!

Is Best planning on keeping Timekeeper integrated or compatible with Time and Billing, even though they do not support Time and Billing directly?

Yes.

How can I be certain that time is entered correctly for billing purposes?

You'll be able to review time and approve it before you push it to the other modules.

Can we use Timekeeper without Timeslips?

Absolutely! Most of our customers who use Timekeeper won't use Timeslips.

In the WIP selection, can you select more than one client? For example, a choice of all?

Yes you can. You can select by any of the fields available, such as client, date, employee, project, and activity.

We are currently working in DOS, do we have to update to the Windows version of MAS 90 to use Timekeeper?

Yes, this will only work with MAS 90 or MAS 200 version 3.41 or higher.

Can we see a project summary report in Timekeeper?

Yes, this is one of the included reports.

Can you print a report for your employees to review before sending the data to payroll?

Yes. The employee can also print from their Time Entry window.

Will this require MAS 200?

No, this will work with both MAS 90 and MAS 200.

The screen indicates that you can push to the Sales Order module, in an "invoice." Can you push to a sales order previously entered?

No, time is only pushed to Sales Order invoices, not Sales Order orders. The Sales Order time invoice that is created can be merged with another Sales Order invoice to bill for time and products on one order.

You can push time to a new invoice created by Timekeeper, or you can push time into an existing invoice already in Sales Order. The same is true for Accounts Receivable.

What are the minimum requirements for the level of Palm required?

Any Palm handheld running Palm OS 3.x. We recommend a minimum of 2 MB of RAM.

Will Timekeeper work on all Palm handhelds or on the Handspring Visor?

Yes, Timekeeper will work on all handhelds running Palm OS version 3.X and version 4.x, such as the Palm, Handspring Visors, and IBM Workpads.

Are there plans to integrate with Windows CE in addition to the Palm?

Not currently. Palm holds about 84% of the PDA market. If there is enough of a market demand for Windows CE devices later, we will research and consider its position.

How secure is the data on the Palm? Can it be password protected?

The Palm itself has a function allowing it to be password protected.

Is there client software that has to be installed on a Palm?

Yes, a small .prc file (Palm installable file) that comes with Timekeeper Remote must be installed on the Palm.

Do you have any idea of the record volumes you can store on a Palm?

It depends on the memory in the Palm. Our record size is very small, so you should be able to load quite a few. Check out Palm's site at www.palm.com to see the different types of Palms and their stats on how many contacts, etc. you can have.