



Best TimeSheet for Abra

■ Easy, Web-based Timesheet Entry

Easy access to Web-browser timesheets makes it simple for employees to enter time at their convenience, via the company intranet or an Internet connection.

■ Automatic Email Reminders

Simplify the timesheet collection process and save time for managers using automatic e-mail and alert reminders to ensure the Payroll department gets employee information on time.

■ Online Approval Process

Speed up the approval process for managers and supervisors with online employee data review and Sign Off button, to approve or reject timesheet data.

■ Record Expenses

Automatically record employee expenses for easy reimbursement and reporting. Best TimeSheet for Abra records mileage, tolls and other user-definable expenditures and allows a description and GL code for the expense entry in Abra Payroll.

■ Ensure Appropriate Labor Allocations

Capture labor allocations in Best TimeSheet for Abra, then export and calculate them in Abra Payroll.

■ Reporting Tools for Quick Answers

Eliminate delays in the payroll process with valuable reports such as Missing Time and Exceptions reports, as well as Employee Timesheet and Activity Analysis, for quick answers to payroll-related questions.



BEST TIMESHEET FOR ABRA

The screenshot displays the 'Time Sheet Edit' window for 'ZSI SYSTEMS, INC - ZSI'. It shows a table of employee time entries for Johnson, Mary Sue (ID 109) for the week of 11/21/2004 to 11/27/2004. The table includes columns for Employee ID, Name, Pay Group, Job Code, Charge Date, Earnings Code, Earnings Code Description, Shift, and Hours/Units. The total hours for this employee are 40.00000.

Overlaid on this is the 'Pay Calculation Results' window, which shows a table of pay calculations for Johnson, Mary Sue (109) from 11/21/2004 to 11/27/2004 using pay rule Standard. The table includes columns for Category, Duration, and Amount.

Category	Duration	Amount
Regular	24.00	\$576.72
Overtime	0.00	\$0.00
Double overtime	0.00	\$0.00
	16.00	\$0.00
	40.00	\$576.72

Below the pay calculation results is a calendar grid for the week of 11/21/2004 to 11/27/2004, showing hours worked for each day. The total hours for the week are 40.00.

Make Best TimeSheet for Abra your solution for quick, easy entry and collection of employee timesheet data. Eliminate time-consuming, administrative tasks associated with collecting employee timesheets and save countless hours in re-entering data in Abra Payroll. Information retrieval is a snap with Best TimeSheet for Abra's Job Scheduler, which allows the payroll administrator to automatically transfer information from employee timesheets into Abra Payroll.

Best TimeSheet for Abra captures employee information for export to Abra Payroll, including earnings codes, labor allocations and other expenses. Automatically map earnings codes to Abra Payroll to easily update accruals, providing more accurate payroll reporting. A full audit trail in Best TimeSheet for Abra tracks user activity for future reference. The online approval process and automatic email reminders simplify the timesheet collection process for managers and supervisors, as well as payroll personnel.

From developing innovative products to providing world-class customer support, Best Software is dedicated to surpassing expectations in all aspects of our business. Our software is supported by a nationwide network of Certified Business Partners that is your resource for implementation, training, service and support. For more information about Best TimeSheet for Abra, please contact your local Business Partner, or call us toll-free at **866-271-6055**. You may also visit our web site at **www.bestsoftware.com**.



Best TimeSheet for Abra

FEATURES:

Simple, Web-based Timesheet Entry

Web-browser timesheets make it easy for employees to enter time at their convenience. Employees can enter time and notes from any workstation running Microsoft Internet Explorer and an Internet/intranet connection to the web server.

Easy Installation

Best TimeSheet for Abra is quick and easy to install. It can be implemented to a web server with no additional setup necessary on workstations, reducing the number of desktop applications your IT department must support and upgrade.

Automate Administrative Tasks

Reduce the amount of time spent on administrative tasks by automating daily or recurring tasks. Best TimeSheet for Abra's Job Scheduler allows the payroll administrator to automatically transfer information from employee timesheets into Abra Payroll.

Online Approval Process with Email Notification and Alerts

Automatic email and alert reminders simplify timesheet collection and save time. Managers and supervisors can review timesheet information and notes for employees online, and use workflow approval processes to approve or reject timesheet data.

More Accurate Payroll Processing

Eliminate the need for tedious re-entry of timesheet information into Abra Payroll, saving time and reducing the amount of errors. With Best TimeSheet for Abra, employees can record hours according to location, organization level, department, project and profit center. Managers can report on overtime, vacation, holidays and sick hours on a per-employee basis. An unlimited number of user-definable pay rules ensure that employees enter data more accurately. Managers can also easily add employees, assign security profiles and pay rules, and manage group and level dependencies.

Simplify Expense Reporting

Automatically capture employee expenses for easy reimbursement and reporting. Best TimeSheet for Abra records mileage, tolls, travel, office supply and other user-definable expenditures. It also allows for a description and GL code for the expense entry in Abra Payroll.

Comprehensive Reporting Tools for Quick Analysis

Reporting tools in Best TimeSheet for Abra include detail and summary reports such as Missing Time, Employee Timesheet, Activity Analysis and Exception reports. Payroll gets the answers they need quickly and easily, eliminating delays in the payroll process.

Pay rule exceptions provide a way for supervisors to identify employees who have exceptions on their timesheets, such as incomplete information. Once exceptions are defined, the payroll administrator can generate a Payroll Exception Report to quickly identify which employees must correct their entries.

With the Detail Reports View, users can retrieve and use report templates to analyze data in Best TimeSheet for Abra. A number of predefined reports are also included, or additional templates can be designed using Crystal Reports.

Easily Track Costs and Labor Allocations

Earnings codes can be mapped to update all accruals, saving hours in the reporting process, and assuring more accurate payroll processing. Track overtime, vacation, jury time, bereavement, holiday time, and additional user-definable earnings codes.

Capture labor allocations in Best TimeSheet for Abra, then export and calculate them in Abra Payroll.