Sage 300
Construction and Real Estate

Remote Time Entry

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Remote Time Entry is an efficiency tool designed to enhance payroll productivity and labor cost management.

Using Remote Time Entry, labor information can be entered directly at the job site then transferred electronically to the home office for efficient posting to Payroll.

Remote Time Entry is designed for optimum ease of use, so field personnel can accurately input labor information with minimal effort. The entry window looks like a paper timesheet, and it can be customized to include only the entry columns that are needed for the job or employee.

Built in import and export features ensure smooth communication between the field and home office. A simple export command makes it easy to send labor information to the home office. And field staff can automatically update job and employee records from the home office to maintain data consistency.

Following is a detailed list of the features Remote Time Entry offers to help you improve communication between the field and the home office:

Time Entry

- Enter time by job or employee.
- Enter time daily, weekly, biweekly, or semimonthly.
- Distribute time to multiple jobs, cost codes, categories, pay IDs, and more (for example, regular hours worked, overtime hours worked, number of hours out injured).
- Ensure complete posting with a running entry proof.
- Define entry verification controls to ensure accurate posting.
- Copy existing timesheets to quickly produce new ones.
- Set timesheet approval options (for example, allow timesheet changes after accounting approval).
- Define entry cutoff days.

Data import and export

- Automatically update the latest employee and job information from the home office.
- Export timesheet information for electronic update to Payroll.

CPA✳Technology
How does your software measure up?

Inquiry

- Choose from several predesigned Remote Time Entry inquiries (for example, Employee Timesheet Detail, Job Information with Detail).

- Drill down on summary information to view supporting detail (for example, click on an employee to see timesheet entries).

- Apply conditions to display only the information you want to see.

- View and insert electronic notes and file attachments.

- Insert columns of data on the fly to quickly access additional information.

- Modify any of the more than 100 inquiries, or create new inquiries using Sage 300 Inquiry Designer.

Reporting

- Choose from several predesigned Remote Time Entry reports to calculate and print information at any time (for example, Time Detail by Cost Code, Time Summarized by Employee).

- Apply conditions and ranges to print exactly the information you need.

- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Additional features

- Review timesheets before submitting to the home office with an automated approval process.

- Enter electronic notes to document information on employees, jobs, extras, cost codes, categories, and pay IDs.

- Attach other files (for example, spreadsheets, and word processing documents) to employees, jobs, extras, cost codes, categories and pay IDs.

- Add up to 250 user-defined data fields to track additional information.

- Customize the toolbar for push-button access to reports, inquiries, and tasks.

- Change onscreen descriptions to match your company's standard terminology.

- Set up macros for unattended processing of predefined tasks.

- Define security rights by user or group.

For More Information:

CPA Technology
How does your software measure up?

15 Cynwyd Rd, 2nd Floor | **Bala Cynwyd, PA 19004**
tel: (610) 862-0042   **w: cpatechnology.com**

Fred Gaasche
Director of Business Development
(610) 862-0039
fwg@cpatechnology.net